

Live Oak Mental Wellness Project, Inc.

Meeting Minutes

OVERVIEW

The board of directors meeting was held at the following date, time, and location:

Date: March 7, 2024 Time: 4:30pm Pacific

Location: Keller Williams Antelope Valley (in-person and via Zoom)

1401 W Rancho Vista Blvd

Palmdale, CA 93551

The following directors were present at the meeting:

Stephanie McMurray, Acting President Arleth Castañeda, President Elect Eric Gray, Treasurer Amanda Regalado, Secretary Monica M Olsen, Executive Director

The following guests were present at the meeting:

Yoselinne Castillo, Member At-Large Elect Philip Armstrong, Every Action Representative

The following directors were absent:

N/A

Pursuant to the Bylaws, the meeting was called to order at 4:31pm by:

Chairperson: Stephanie McMurrary, Acting President

Secretary: Amanda Regalado, Secretary

APPROVAL OF MEETING MINUTES

The minutes of the last meeting were approved unanimously.

BOARD EDUCATION

The Board viewed a demonstration of the technology, Every Action, which enables organizations to engage with donors and volunteers.

BOARD MEMBER UPDATES

After reviewing application materials and participating in interviews, the Board unanimously approved the following appointments:

- Arleth Castañeda. President
- Michelle Navarrete. Vice President
- Yoselinne Castillo, Member At-Large
- Ramon Padilla, Member At-Large

BOARD MEMBER REPORTS

Executive Director

The Executive Director debriefed her attendance at the Striving for Zero -California's Comprehensive Suicide Prevention Strategic Planning Learning Collaborative conference.

The Executive Director provided a planning update on the May 18 Live Oak Mental Wellness Festival.

The Executive Director met with representatives of the organization, RaiseBerry, a fundraising platform.

The Executive Director will be transitioned bookkeeping responsibilities.

The Executive Director is creating a Google Site for the Board of Directors.

The Executive Director is working though planning and executing the number of recommendations given to her by the Board.

Acting President

The Acting President thanked the Board for the privilege of serving.

Vice President and President Flect

The Vice President and President Elect continues to assist Live Oak with spanish translation services.

The Vice President and President Elect continues to attend community pop ups to survey the community's needs.

The Vice President and President Elect attended the Pretty Little Poppy Bingo Night Event and provided peer support to a client.

The Vice President and President Elect provided peer support to a friend, connecting the friend through Live Oak with referred services.

The Vice President and President Elect expressed excitement at the opportunity to serve the Board as its next President.

Treasurer

The Treasurer reported a current balance of \$48,777.36. The Treasurer shared the following financial statements: Trial Balance, Profit and Loss Statement, Statement of Financial Position, and Bank Statement.

The Treasurer reported a donation made over the last month.

The Treasurer reported one expense made last month.

Secretary

The Secretary completed administrative duties, including writing meeting minutes, aiding in the development and communication of the future agenda, and sending meeting reminders.

The Secretary made amendments to Live Oak's draft travel and expense policy.

The Secretary scheduled committee meetings, candidate interviews, and performed action items related to those topics.

The Secretary created marketing materials for the May 18 Live Oak Mental Wellness Festival.

COMMITTEE REPORTS

Ways and Means

The Ways and Means Chair shared that the committee determined budget estimates for our two prioritized employee positions. The committee will work to recruit new members, and will begin prioritizing initiatives to work on first.

Community Engagement

The Community Engagement Chair shared a number of clarifications on the committee's scope. The committee will draft an events policy, and will consider creating a calendar of events.

MISCELLANEOUS SUBJECT(S)

The Board discussed edits to the Travel and Expense Policy.

ADJOURNMENT

There was no further subject to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:31pm.

April 11,2024

Arleth\Castañeda, Chairperson Date

4/11/24 Date