



Live Oak Mental Wellness Project, Inc.

Meeting Minutes

OVERVIEW

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

Date: December 12, 2024
Time: 5:30pm Pacific
Location: Zoom

The following directors were present at the meeting:

Arleth Castañeda, President
Eric Gray, Treasurer
Amanda Regalado, Secretary
Monica M Olsen, Executive Director
Yoselinne Castillo, Member At-Large

The following director was absent:

Michelle Navarrete, Vice President

The following guest was present:

Stefan Savicic, PearSuite

Pursuant to the Bylaws, the meeting was called to order at 5:32 pm by:

Chairperson: Arleth Castañeda, President
Secretary: Amanda Regalado, Secretary

APPROVAL OF MEETING MINUTES

The minutes of the last meeting were approved unanimously.

BOARD EDUCATION

The organization PearSuite provided a technology demo.

BOARD MEMBER REPORTS

Executive Director

The Executive Director reported that we have reached one of our 2024 goals: securing a space.

The Executive Director reported that she has begun tracking all hours worked for Live Oak, which will enable the organization to pay her hourly salary.

The Executive Director reported a willingness to take on Bookkeeping duties.

The Executive Director reported that we will be switching payroll vendors to Gusto.

The Executive Director reported Live Oak received \$361 on Giving Tuesday.

The Executive Director reported the deadline for the notification of Intent to Award for the 2025 Take Action Grant is upcoming.

The Executive Director reported that the Grief Support Group Curricula development, therapy groups, and Art for Mental Wellness workshops continue.

The Executive Director reported filing a number of documents with the Department of Justice for compliance purposes.

President

The President attended meetings including an Executive Director yearly goal meeting, a Community Engagement committee meeting, and a Salt1 mental health department meeting.

The President helped create posts for Giving Tuesday.

The President continues to co-facilitate the Art for Mental Wellness workshop.

Treasurer

The Treasurer reported a current balance of \$64,694.57. The Treasurer shared the following financial statements: Trial Balance, Profit and Loss Statement, Statement of Financial Position, and Bank Statement.

The Treasurer shared that 2 donations were received.

The Treasurer shared drafts for the Mental Health Awareness crowdfunding campaign.

The Treasurer shared a CARE Grant opportunity.

Secretary

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

Member At-Large

The Member At-Large shared Live Oak is welcome to host workshops at the Doors Program locations.

COMMITTEE REPORTS

Ways and Means

The Committee Chair noted that committee meetings will pick up again in January.

Community Engagement

The Committee Chair reported that the “Trades for Teens” event had especially engaged high school volunteers.

The Chair drafted volunteer emails and social media posts.

MISCELLANEOUS SUBJECT(S)

The Board discussed a Payroll presentation given by the Executive Director.

The Board agreed to a 1 month trial period of our Executive Director managing Live Oak’s bookkeeping.

The Board agreed to vote via email upon paying the Executive Director for hours worked.

ADJOURNMENT

There was no further subject to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 6:39pm.

_____	_____
Arleth Castañeda, Chairperson	Date

_____	_____
Amanda Regalado, Secretary	Date