



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 5, 2023
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, Interim Vice President and Acting President
Eric Gray, Treasurer
Amanda Regalado, Secretary
Arleth Castañeda, Member At-Large
Monica M Olsen, Executive Director

The following directors were absent:

N/A

Pursuant to the Bylaws, the meeting was called to order at 4:40pm by:

Chairperson: Stephanie McMurray, Interim Vice President and Acting President
Secretary: Amanda Regalado, Secretary

APPROVAL OF MEETING MINUTES

The minutes of the last meeting were approved unanimously.

NEW BUSINESS: RESIGNATION OF PRESIDENT

The Executive Director received via mail, and read aloud to the board, a letter from James Charlton announcing his resignation from the position of President of Live Oak Mental Wellness Project.

The Interim Vice President will serve as Acting President until the vacancy can be filled.

BOARD EDUCATION

The Treasurer led the board in its education activity: an overview of the platform UniteUs. The board together watched videos demonstrating a high-level overview of the platform and its functionality, and previewed how the platform looks on the back-end. The board will work to connect with UniteUs to learn more and determine whether or not to proceed with utilizing the platform.

BOARD MEMBER REPORTS

Executive Director

The Executive Director successfully submitted the grant request for the LA County 2024 Take Action LA Community Grants Project.

The Executive Director will participate in grief training from New Hope Grief Support Community, which will grant her access to grief support materials. Said materials will be utilized in Live Oak's upcoming Grief Support Groups.

The Executive Director will visit a potential site for the Grief Support Groups.

The Executive Director has been certified as a Medi-Cal Peer Support Specialist.

The Executive Director continues to serve on the MHSA Community Planning Team.

The Executive Director has collaborated with the Member At-Large to translate all social media posts into Spanish.

The Executive Director will lead and initiate an end-of-year giving campaign from December 15 - 31, which all Board Members are requested to promote.

Interim Vice President and Acting President

The Interim Vice President shared that the Antelope Valley Queens may be interested in partnering with Live Oak as volunteers.

The Interim Vice President moved to post the two vacant positions: President and Vice President. The Secretary seconded. The motion unanimously passed. The vacancies for President and Vice President will be prepared and ready for review during the January board meeting.

Treasurer

The Treasurer reported a current balance of \$15,687.84. The Treasurer shared the following financial statements: Trial Balance, Profit and Loss Statement, Statement of Financial Position, and Bank Statement.

The Treasurer reported that no donations were reported within the last month.

The Treasurer reported two purchases: board member name tags for \$59.20, and an email address for the incoming Referral Specialist for \$67.86.

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 scheduled monthly meetings with the President, Executive Director, and Secretary to finalize each board meeting's agenda.

Member At-Large

The Member At-Large has worked with the Executive Director to translate social media posts to spanish.

The Member At-Large connected with a handful of organizations who offer support group services, education surrounding intimate partner violence, support to BIPOC communities, and mobile yoga services.

The Member At-Large is seeking to obtain a Peer Support Specialist certification.

MISCELLANEOUS SUBJECT(S)

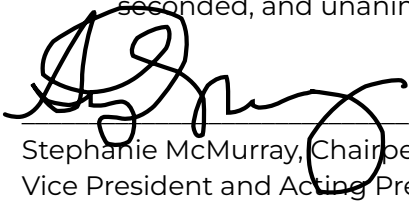
The Vice President moved to amend the monthly board meetings to take place the second Tuesday of the month at 4:30pm. The Member At-Large seconded. The motion passed unanimously.

The board agreed to discuss logistics for board committees via email.

The Interim Vice President and Acting President, Executive Director, and Secretary will meet to agree upon January's board agenda, and will communicate the board education topic as a result of that meeting.

ADJOURNMENT

There was no further subject to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:41pm.



Stephanie McMurray, Chairperson Date
Vice President and Acting President



Amanda Regalado, Secretary Date
1/9/24