



Live Oak Mental Wellness Project, Inc.

Meeting Minutes

OVERVIEW

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

Date: February 13, 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, Vice President
Eric Gray, Treasurer
Amanda Regalado, Secretary
Monica M Olsen, Executive Director

The following directors were absent:

N/A

Pursuant to the Bylaws, the meeting was called to order at 4:30pm by:

Chairperson: Stephanie McMurray, Acting President
Secretary: Amanda Regalado, Secretary

APPROVAL OF MEETING MINUTES

The minutes of the last meeting were approved unanimously.

BOARD MEMBER UPDATES

Three applications were received for the position of Member At-Large on the Board of Directors. The Board will interview all three candidates, prior to making an appointment position.

No applications were received for the position of President. After interviewing all candidates for Member At-Large, the Board will make a determination on how best to fill the position of President.

BOARD MEMBER REPORTS

Executive Director

The Executive Director provided peer support and referral services for a family in crisis.

The Executive Director attended the Mental Health Commission Town Hall at the AV Fairgrounds. Learnings from this event included the importance of connecting with other peer support specialists, and encouraging peer organizations to utilize UniteUs as a tool.

The Executive Director highlighted the importance of the board raising funds in order to pay our vendors for the Live Oak Mental Wellness Festival prior to our grant being disbursed.

The Executive Director proposed board meetings be moved to the first Thursday of the month at 4:30pm, which was unanimously approved by the board.

Acting President

The Acting President shared Live Oak volunteer opportunities on Northrop Grumman's volunteer intranet, and plans to advertise the Live Oak Mental Wellness Festival.

Vice President

The Vice President Mental Health Commission Town Hall at the AV Fairground and encouraged service providers to offer spanish-speaking services.

The Vice President began peer support specialist training.

The Vice President suggested that Live Oak participate in a number of community-based pop up events.

Treasurer

The Treasurer reported a current balance of \$15,363.52. The Treasurer shared the following financial statements: Trial Balance, Profit and Loss Statement, Statement of Financial Position, and Bank Statement.

The Treasurer reported a number of donations made over the last month.

The Treasurer requested a procedure be developed for our annual tax preparation process.

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 drafted Live Oak's first travel and expense policy.

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

COMMITTEE REPORTS

Ways and Means

The Ways and Means Chair shared a number of initiatives on which the committee is working including a sponsorship program, a tiered donation membership program, inquiring about securing Live Oak a space in the Lancaster Regional Resiliency Center, scheduling a demo for the platform Every Action, developing a grant application procedure, and completing the Cost Benefits Analysis.

Community Engagement

The Community Engagement Chair had nothing to report.

MISCELLANEOUS SUBJECT(S)

The Executive Director shared an update on planning efforts for the Live Oak Mental Wellness Festival.

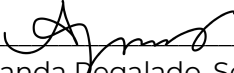
The Executive Director shared an update on Live Oak’s grant application to the Simon Foundation.

The board discussed the travel and expense policy draft.

ADJOURNMENT

There was no further subject to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:11pm.

 3/9/24
Stephanie McMurray, Chairperson Date

 3/9/24
Amanda Regalado, Secretary Date