



Live Oak Mental Wellness Project, Inc.

Meeting Minutes

OVERVIEW

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

Date: January 9, 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 4:40pm 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

A number of vacancies were available on the Board of Directors. These vacancies were first made available to internal board applicants. The position of Vice President received one internal applicant, who was unanimously approved to be appointed: Arleth Castañeda.

The remaining vacant positions of President and Member At-Large will be posted on Live Oak's website for recruitment from Friday, January 11, 2024 through Monday, February 11, 2024. Board members will share the application links with their networks.

BOARD MEMBER REPORTS

Executive Director

The Executive Director outlined the organization's focus for 2024: presenting mental health information and early prevention strategies in easy-to-understand, accessible ways.

The Executive Director confirmed we have been selected to receive a grant which will fund the Live Oak Mental Wellness Festival on Saturday, May 18, 2024. Planning for the event is in progress.

The Executive Director is continuing planning efforts with the City of Lancaster Department of Mental Health to establish Grief Support Groups.

The Executive Director hopes to join the Los Angeles County's Suicide Prevention Network Suicide Prevention Summit from September 10, 2024 to September 11, 2024.

The Referral Specialist officially begins as a Live Oak employee this month. Live Oak will utilize the software Paperform to organize intakes.

The Executive Director finalized the Board Application page to solicit applicants for open positions.

The Executive Director met with the inaugural Community Engagement committee and executed action items.

The Executive Director will participate in the LA County DMH Mental Health Commission's meeting on January 25, 2024 while tabling on behalf of Live Oak.

Acting President

The Acting President had nothing to report.

Vice President

The Vice President attended the C.A.R.E. coordination meeting on December 19, 2023 and connected with two organizations in the Antelope Valley: a youth housing organization, and an organization which works with undocumented communities.

The Vice President obtained guidance from the board on business communication and email best practices.

The Vice President recommended that the board table at a community bingo event Pretty Little Poppy on February 29, 2024.

Treasurer

The Treasurer reported a current balance of \$15,335.13. 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 relayed three expense requests, to be discussed and voted upon later in the meeting.

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 the inaugural Ways and Means Committee and Community Engagement Committee meetings, and performed action items related to those meetings.

COMMITTEE REPORTS

Ways and Means

The Treasurer was appointed as the Chair of the Ways and Means Committee.

The Ways and Means Chair reported significant progress has been made in laying the groundwork for the organization's budget and fundraising strategies, including developing a Cost-Benefit Analysis, drafting a year-long strategic plan, and establishing a regular meeting cadence.

Community Engagement

The Vice President was appointed as the Chair of the Community Engagement Committee.

The Community Engagement Chair reported significant progress has been made in laying the foundation for the committee's work, including drafting a year-long strategic plan, creating presentation materials to more effectively share Live Oak's mission and vision, and collaborating on a database of referral organizations.

MISCELLANEOUS SUBJECT(S)

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

The board reviewed and unanimously approved four purchase requests, the Interim President moving to approve and the Vice President seconding:

A request of \$288.00 to subscribe to the intake software service, Paperform, to be utilized by our new Referral Specialist.

A request of \$84.97 to purchase general business cards when at in-person events and meetings.

A request of \$75.00 to purchase office supplies for tabling efforts.

