



Live Oak Mental Wellness Project, Inc.

Meeting Minutes

OVERVIEW

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

Date: August 12, 2024
Time: 5:30pm 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:

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

The following director was absent:

Ramon Padilla, Member At-Large

Pursuant to the Bylaws, the meeting was called to order at 5:34pm 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 Secretary led an activity called "Pits and Peaks of the Week" enabling members to share about their weeks and learn more about one another.

BOARD MEMBER REPORTS

Executive Director

The Executive Director reported that the fourth clinician-led therapy group, Group Therapy for Adults, began last week.

The Executive Director shared the idea of Live Oak creating its own grief curriculum, in collaboration with Healing Solutions clinicians, to use for our own groups and to potentially market to the public.

The Executive Director reported our Associate Clinician will be working on a research project to create a more structured partnership enabling associates and practicum students to work toward their licenses. A proposal is to come.

President

The President attended meetings including the “Agenda” meeting and the Community Engagement Committee meeting.

The President attended Trades for Teens on July 13, Winds of Change on July 27, and the Community Art Gallery to advertise Live Oak’s offerings.

Vice President

The Vice President offered to share Live Oak materials at the Art Gallery.

Treasurer

The Treasurer reported a current balance of \$66,783.96. The Treasurer shared the following financial statements: Trial Balance, Profit and Loss Statement, Statement of Financial Position, and Bank Statement.

The Treasurer shared a donation of \$10.00 was received, and a reimbursement was processed.

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 Castillo

The Member At-Large shared Live Oak materials at her new job, where she works as a Case Manager aiding incarcerated individuals and their families, providing advocacy and support.

COMMITTEE REPORTS

Ways and Means

The Committee Chair reported on the August committee meeting, in which the Grant Submission Policy and Procedure was drafted. The Chair reviewed the Zeffy platform and recommended the Board consider it.

Community Engagement

The Committee Chair reported they are seeking questions to ask at Pop-Up events to encourage engagements, or to solicit donations, perhaps via Zeffy.

MISCELLANEOUS SUBJECT(S)

The Board had a first look at the Grant Submission Policy and Procedure. The Board will spend the next month editing and refining it.

The Board unanimously voted to approve Live Oak developing its own grief support curriculum in partnership with Healing Solutions. The Board will schedule a special meeting to further discuss the plan to build out, and pay for, the curriculum's development.

ADJOURNMENT

There was no further subject to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 6:57pm.

Arleth Castañeda, Chairperson	Date
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Amanda Regalado, Secretary	Date
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