



Live Oak Mental Wellness Project, Inc.

Meeting Minutes

OVERVIEW

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

Date: April 4, 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:

Arleth Castañeda, President
Michelle Navarrete, Vice President
Eric Gray, Treasurer
Amanda Regalado, Secretary
Monica M Olsen, Executive Director

The following directors were absent:

Yoselinne Castillo, Member At-Large
Ramon Padilla, Member At-Large

Pursuant to the Bylaws, the meeting was called to order at 4:38pm 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 President introduced new member, the Vice President.

The Executive Director provided an overview of materials included in an introductory email to the Board. Materials included the new one-page proposal procedure and the new internal board website.

The Secretary shared expectations of all board members including attendance and professionalism.

BOARD MEMBER REPORTS

Executive Director

The Executive Director co-facilitated Grief & Loss support groups, in collaboration with the Department of Mental Health. The Executive Director continues to advertise the groups and reported they are off to a strong start.

The Executive Director relayed that Live Oak was selected for the Simon Foundation Grant, in partnership with Healing Solutions Family Therapy Center. Implementation meetings will occur beginning the second week of April.

The Executive Director continues to plan the May 18 Live Oak Mental Wellness Festival, including marketing design, volunteer lead meetings, and booth host and food truck recruiting.

President

The President obtained a two-year civil rights certification from the County of Los Angeles Public Health.

The President attended the March 18 Diversity, Equity, and Inclusion Lunch and Learn held by the AV Chamber of Commerce.

The President completed peer support training on March 31, and is preparing for the exam.

The President shared volunteer flyers with the Littlerock library.

Vice President

The Vice President had nothing to report.

Treasurer

The Treasurer reported a current balance of \$41,944.71. The Treasurer shared the following financial statements: Trial Balance, Profit and Loss Statement, Statement of Financial Position, and Bank Statement.

The Treasurer reported a donation made over the last month.

The Treasurer reported no expenses made last month.

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 added a procedure to Live Oak's draft travel and expense policy.

The Secretary invited all new board members to future meetings, and performed action items related to those topics.

The Secretary created marketing materials for the May 18 Live Oak Mental Wellness Festival.

COMMITTEE REPORTS

Ways and Means

The Ways and Means Chair shared ideas for donor incentive programs. The committee will work to prioritize the fundraising ideas to determine what should be implemented first.

Community Engagement

The Community Engagement Chair shared an idea to implement a monthly village-building mixer or meeting.

MISCELLANEOUS SUBJECT(S)

The Board discussed the proposal to amend the 2024 goal. Another meeting will be scheduled to discuss further.

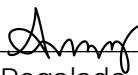
Subjects not yet discussed will be discussed at the next meeting.

ADJOURNMENT

There was no further subject to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:45pm.



_____	6/8/2024
Arleth Castañeda, Chairperson	Date



_____	6/7/24
Amanda Regalado, Secretary	Date