



Live Oak Mental Wellness Project, Inc.

Meeting Minutes

OVERVIEW

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

Date: November 7, 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:

James Charlton, President
Stephanie McMurray, Interim Vice President
Eric Gray, Treasurer
Amanda Regalado, Secretary
Arleth Castañeda, Member At-Large
Monica M Olsen, Executive Director
Michelle Monette, Future Referral Specialist

The following directors were absent:

N/A

Pursuant to the Bylaws, the meeting was called to order at 4:32pm by:

Chairperson: James Charlton, President
Secretary: Amanda Regalado, Secretary

APPROVAL OF MEETING MINUTES

The minutes of the meeting were approved unanimously.

BOARD EDUCATION

The Executive Director led the board in its board education activity. Section 1 was an overview of the current grant writing process, and opportunities for this process to grow. Section 2 was an overview of two documents in-progress, which will eventually become databases on community organizations for referral, and accessible therapists based on insurance coverage.

BOARD MEMBER REPORTS

Executive Director

The Executive Director shared an update on obtaining Live Oak's first employee, a Referral Specialist.

The Executive Director shared an update on her first month as the SALT1 co-chair, SALT1's work in planning mental wellness resources for LA County, and increasing visibility for Live Oak.

The Executive Director is helping connect the Department of Mental Health with the City of Lancaster, for purposes of collaboration.

The Executive Director reminded the group of the upcoming May Mental Health Awareness Month, during which Live Oak will plan events and other activities.

The Executive Director is taking an exam to be a certified Peer Support Specialist.

President - The President had nothing to report.

Vice President - The Vice President had nothing to report.

Treasurer

The Treasurer reported a current balance of \$16,150.52. The Treasurer shared the following financial statements: Trial Balance, Profit and Loss Statement, Statement of Financial Position, and Bank Statement.

The Treasurer confirmed the final tabulation of donations from the Northrop Grumman Charity Golf Tournament.

The Treasurer is working to connect with a representative from UniteUs and will continue to follow up.

The Treasurer seeks feedback on the volunteer policies and databases shared at the last board meeting.

The Treasurer recommended the Board look into a resource-share organization called Everytable, which may be a good partner in the future.

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 aided in creating a committee framework to assist Live Oak in completing its strategic goals.

Member At-Large

The Member At-Large will work with the Executive Director to explore translating social media posts to spanish.

The Member At-Large attended the Domestic Violence C.O.U.R.A.G.E. conference, met contacts from local domestic violence shelters with whom Live Oak can partner in the future, learned about policies, and learned about the connection between domestic violence and mental health.

The Member At-Large attended the SPA 1 Regional Domestic Violence Care Coordination Meeting, introduced self, and introduced the group to Live Oak.

The Member At-Large made connections with a handful of organizations who aid in inmate services, family reunification, in-home appliance donation services, faith-based mental health resources, and housing.

The Member At-Large will begin training for sexual assault response/support.

MISCELLANEOUS SUBJECT(S)

Board Committees - The Board will develop three committees, charged with executing select strategic initiatives.

Norms - Virtual meetings will be maintained. Board members should provide 24 hour advance notice for virtual attendance. Board members should submit their reports 48 hours in advance of board meetings. Agenda should be submitted to the Board for review 1 week in advance.

Purchase Requests - The Board unanimously approved purchasing name tags for each board member. The Board unanimously approved purchasing an email address for the Referral Specialist, pending a full review of low cost or free options.

Board Education Topics - Board members signed up to be future board education facilitators.

Meeting Minutes - The Board agreed to post approved meeting minutes publicly on the website.

ADJOURNMENT

There was no further subject to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:56pm.


Stephanie McMurray, Vice Chairperson Date

 12/5/23
Amanda Regalado, Secretary Date