

**July 2022 FY 23
Board Meeting
Cancelled**

due to lack of Quorum

THE OFFICIAL PROCEEDINGS
Community Youth Services of Southern Oklahoma
Board of Directors
August 9th, 2022

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, August 9th, 2022 at 15 Monroe St NE, Ardmore, Oklahoma and via Zoom. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

MEMBERS PRESENT:

Mrs. Morgan Chapman, President
Mrs. Jessie Nance, Secretary (online presence)
Mrs. Melissa Handke, Vice President (online presence)
Ms. Sarah Hostetler
Mrs. Jan Shores (online presence)
Ms. Vanessa Wright

MEMBERS ABSENT:

Mr. Chris Bryant
Mr. Cedric Bailey
Ms. Renita Dodson
Mr. Billy Wallace
Mr. Jonathan Clubb

VISITORS PRESENT:

STAFF PRESENT:

Mrs. Kaylyn Weldon Gary, Executive Director
Ms. Terrah White, Admin Assistant

Item 1: **Call to Order**

The meeting was called to order by Mrs. Morgan Chapman at 12:10p.m. and a quorum was established.

Item 2: **Mission Moment**

The mission moment was presented by Ms. Cali Hoggard.

Item 3: **Consent Agenda**

Mrs. Morgan Chapman presented the consent agenda with two items: Minutes for the June 28th, 2022 special meeting and unaudited financial reports for May and June 2022. Ms. Sarah Hostetler motioned to accept the consent agenda. Mrs. Jessie Nance seconded the motion. The motion carried unanimously.

2182 Approved the consent agenda

Item 4: **Section 3 Compliance Review**

Mrs. Morgan Chapman presented the item. No action necessary.

#2183 No action necessary.

Item 5: **Section 4 Fiscal Review**

Morgan Chapman presented the item. No action necessary.

#2184 No action necessary

Item 6: **Deed 180 square feet behind neighboring garage at 1707 Springdale Road which extends onto 830 Park Street SE property, as recommended by committee**

Mrs. Morgan Chapman presented the item. Ms. Vanessa motioned to have the deed written up. Ms. Sarah Hostetler seconded the motion. Motion carried unanimously.

#2185 Approved giving deed of small portion of agency property to neighbor due to presence of unmovable structure

Item 7: **Approve Leadership Mastermind Course with Brawn Lide**

Mrs. Morgan Chapman presented the item. The cost of the course is \$3000 for four employees. Mrs. Melissa Handke motioned to approve the cost of the course. Ms. Vanessa Wright seconded the motion. The motion carried unanimously.

#2186 Approved \$3000 cost of Leadership Mastermind Course for four employees

Item 8: **Board member Handbook**

Mrs. Morgan Chapman presented the item. Ms. Vanessa Wright motioned to accept the handbook as written. Mrs. Jan Shores seconded the motion. Motion

#2187 Approved Board Member Handbook

THE OFFICIAL PROCEEDINGS
Community Youth Services of Southern Oklahoma
Board of Directors
September 13, 2022

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, September 13, 2022 at 15 Monroe St NE, Ardmore, Oklahoma and via Zoom. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

MEMBERS PRESENT:

Mrs. Morgan Chapman, President
Mrs. Jessie Nance, Secretary
Mrs. Melissa Handke, Vice President (online presence)
Ms. Sarah Hostetler
Mrs. Jan Shores (online presence)
Ms. Vanessa Wright
Mr. Cedric Bailey
Mrs. Renita Dotson
Mr. Billy Wallace
Mr. Jonathan Clubb

MEMBERS ABSENT:

Mr. Chris Bryant

VISITORS PRESENT:

STAFF PRESENT:

Mrs. Kaylyn Weldon Gary, Executive Director

Item 1: **Call to Order**

The meeting was called to order by Mrs. Morgan Chapman at 12:00p.m. and a quorum was established.

Item 2: **Mission Moment**

The mission moment was presented by Mrs. Jodi Woydziak.

Item 3: **Consent Agenda**

Mrs. Morgan Chapman presented the consent agenda with two items: Minutes for the August 9th meeting and unaudited financial reports for July 2022. Mrs. Jessie Nance motioned to accept the consent agenda. Mr. Jonathan Clubb seconded the motion. The motion carried unanimously.

2192 Approved the consent agenda

Item 4: **Section 3 Compliance Review – second read**

Mrs. Morgan Chapman presented the item. Mrs. Jessie Nance motioned to accept the Compliance Policy. Mrs. Vanessa Wright seconded. Motion carried unanimously.

#2193 Compliance review approved.

Item 5: **Section 4 Fiscal Review**

Mrs. Morgan Chapman presented the item. Mr. Billy Wallace motioned to accept the Fiscal Policy. Mr. Jonathan Clubb seconded. Motion carried unanimously.

#2194 Fiscal review approved.

Item 6: **Insurance policy proposal with increase of \$1302.00 annually**

Mrs. Morgan Chapman presented the item. Mrs. Jessie Nance motioned approve the updated policy proposal. Ms. Sarah Hostetler seconded the motion. Motion carried unanimously.

#2195 Approved insurance proposal.

Item 7: **Transfer \$715,000 to checking account from Trust**

Mrs. Morgan Chapman presented the item. Mrs. Jessie Nance motions to move \$215,000 from Trust to general checking for shortfall in general donations and move \$500,000 from Trust to Capital Campaign account to be used for construction costs. Mr. Billy Wallace seconded the motion. The motion carried unanimously.

#2196 Approved movement of funds from trust to checking accounts.

THE OFFICIAL PROCEEDINGS
Community Youth Services of Southern Oklahoma
Board of Directors
October 11, 2022

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, October 11, 2022 at 15 Monroe St NE, Ardmore, Oklahoma and via Zoom. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

MEMBERS PRESENT:

Mrs. Morgan Chapman, President
Mrs. Melissa Handke, Vice President
Mrs. Jessie Nance, Secretary (online presence)
Mr. Billy Wallace (online presence)
Mrs. Jan Shores
Ms. Vanessa Wright
Mr. Cedric Bailey
Mrs. Renita Dotson

MEMBERS ABSENT:

Mr. Chris Bryant
Ms. Sarah Hostetler
Mr. Jonathan Clubb

VISITORS PRESENT:

STAFF PRESENT:

Mrs. Kaylyn Weldon Gary, Executive Director
Mrs. Terrah White, Administrative Assistant

- Item 1: **Call to Order**
The meeting was called to order by Mrs. Morgan Chapman at 12:06p.m. and a quorum was established.
- Item 2: **Mission Moment**
The mission moment was presented by Mrs. Terrah White.
- Item 3: **Consent Agenda** # 3001 Approved the consent agenda
Mrs. Morgan Chapman presented the consent agenda with two items: Minutes for the September 13th meeting and unaudited financial reports for August 2022. Mrs. Melissa Handke motioned to accept the consent agenda. Mr. Cedric Bailey seconded the motion. The motion carried unanimously.
- Item 4: **Insurance Discussion & Approval** #3002 Approved renewal of Agency Health Insurance Policy with Blue Cross.
Mrs. Morgan Chapman presented the item. Mrs. Jessie Nance motioned to renew the current Blue Cross policy. Mrs. Vanessa Wright seconded. Motion carried unanimously.
- Item 5: **Executive Officer Nominations: vote in Nov, begins Jan 1st** #3003 No action necessary
Mrs. Morgan Chapman presented the item. Current Officers will likely retain their positions in November. No action necessary.
- Item 6: **BancFirst Loan Discussion & Approval: \$4 million** #3004 Approved getting loan from BancFirst for new building purchases
Mrs. Morgan Chapman presented the item. Mr. Cedric Bailey motioned to approve getting the loan. Mrs. Renita Dotson seconded the motion. Motion carried unanimously.
- Item 7: **Sparkle & Shine Gala: deposit \$500** #3005 Approved movement of funds from trust to checking accounts.
Mrs. Morgan Chapman presented the item. Mrs. Jan Shores motions to approve the \$500 deposit needed to secure the Stables at Washita venue for the Gala. Mrs. Melissa Handke seconded the motion. The motion carried unanimously.

**November
2022 FY 23**

**Board
Meeting
Cancelled**

**No
Meeting
in
December**

THE OFFICIAL PROCEEDINGS
Community Youth Services of Southern Oklahoma
Board of Directors
January 10, 2023

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, January 10, 2023 at 15 Monroe St NE, Ardmore, Oklahoma and via Zoom. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

MEMBERS PRESENT:

Mrs. Morgan Chapman, President
Mrs. Jessie Nance, Secretary
Mr. Chris Bryant
Mr. Billy Wallace
Ms. Sarah Hostetler
Ms. Vanessa Wright
Mr. Cedric Bailey
Mrs. Renita Dotson
Mr. Jonathan Clubb

MEMBERS ABSENT:

Mrs. Melissa Handke, Vice President
Mrs. Jan Shores

VISITORS PRESENT:

STAFF PRESENT:

Mrs. Kaylyn Weldon Gary, Executive Director
Mrs. Terrah White, Administrative Assistant

Item 1: **Call to Order**

The meeting was called to order by Mrs. Morgan Chapman at 12:03 p.m. and a quorum was established.

Item 2: **Mission Moment**

The mission moment was presented by Mrs. Brandi Pierce.

Item 3: **Consent Agenda**

Mrs. Morgan Chapman presented the consent agenda with two items: Minutes for the April 19th*, May 10th*, June 28th*, and October 11th board meetings of 2022 and unaudited financial reports for May 31st, 2022*, June 30, 2022*, March 31, 2022*, April 30, 2022*, September 30, 2022, October 31, 2022, and November 30, 2022. Ms. Vanessa Wright motioned to accept the consent agenda. Mr. Jonathan Clubb seconded the motion. The motion carried unanimously.

3010 Approved the consent agenda

Item 4: **Board Member Signature Card: Melissa Handke***

Mrs. Morgan Chapman presented the item. Mr. Billy Wallace motioned to add Melissa Handke to the signature card. Mr. Chris Bryant seconded. Motion carried unanimously.

#3011 Approved adding Melissa Handke to signature card

Item 5: **Bids for Independent Financial Audit***

Mrs. Morgan Chapman presented the item. Mr. Chris Bryant motioned to accept bid from Criswell CPA. Mr. Cedric Bailey seconded the motion.

#3012 Approved financial auditor bid

Item 6: **Kids Day Insurance \$450***

Mrs. Morgan Chapman presented the item. Mr. Billy Wallace motioned to approve the cost of insurance. Ms. Sarah Hostetler seconded the motion. Motion carried unanimously.

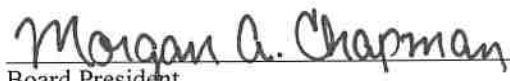
#3013 Approved cost of insurance for Kids Day event

Radio Proposal for Kids Day \$800*

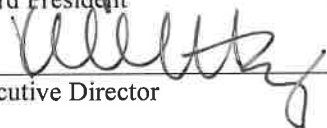
Item 7: Mrs. Morgan Chapman presented the item. Mr. Cedric Bailey motioned to approve the \$800 proposal for radio advertising at Kids Day 2022. Mrs. Renita Dotson

#3014 Approved radio proposal for Kids Day event

- Item 16: **Justin Germany catering for Sparkle and Shien Gala \$6200, ½ due now and ½ due the week of event** #3027 Approved
Catering Cost for Gala
Mrs. Morgan Chapman presented the item. Mrs. Jessie Nance motioned to approve the catering costs. Mr. Billy Wallace seconded the motion. Motion carried unanimously.
- Item 17: **Managed Services Agreement** #3028 Approved
transition to Managed Services from Turn Key-It
Mrs. Morgan Chapman presented the item. The agreement is a transfer of payment from current tech company Turn-Key It to new company Managed Services, with the same contract and price. Mr. Chris Bryant motioned to approve the agreement. Mr. Jonathan Clubb seconded the motion. Motion carried unanimously.
- Item 18: **Board Chair Report** #3029 No action
necessary
Mrs. Morgan Chapman presented the item. She reminded Board members to consider finding an item to auction for the Sparkle and Shine Gala in June of 2023 committee.
- Item 19: **Director's Report** #3030 No Action
Necessary
Mrs. Kaylyn Weldon Gary presented the item.
- Item 20: **Adjourn** #3031 No Action
Necessary
Mr. Cedric Bailey motioned to adjourn. Mr. Chris Bryant seconded the motion. Motion carried unanimously.



Board President



Executive Director

Items marked with an asterisk are previously approved items which took place during board meetings which had quorum only through Zoom, and the online board meeting extension for the Open Meetings Act ended in February of 2022. This means that any board meeting after February 2022 without physical quorum in the room required us to revisit and vote on those issues again to be in complete compliance with the Open Meetings Act.

THE OFFICIAL PROCEEDINGS
Community Youth Services of Southern Oklahoma
Board of Directors
February 14th, 2023

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, February 14th, 2023, at 15 Monroe St NE, Ardmore, Oklahoma. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

MEMBERS PRESENT:

Mrs. Melissa Handke, Vice President
Mrs. Jan Shores
Mr. Chris Bryant
Mr. Billy Wallace
Ms. Sarah Hostetler
Ms. Vanessa Wright
Mr. Cedric Bailey
Mrs. Renita Dotson
Mr. Jonathan Clubb

MEMBERS ABSENT:

Mrs. Morgan Chapman, President
Mrs. Jessie Nance, Secretary

VISITORS PRESENT:

STAFF PRESENT:

Mrs. Kaylyn Weldon Gary, Executive Director
Mrs. Terrah White, Administrative Assistant

- Item 1: **Call to Order**
The meeting was called to order by Mrs. Melissa Handke at 12:07 p.m. and a quorum was established.
- Item 2: **Mission Moment**
The mission moment was presented by Mrs. Terrah White.
- Item 3: **Consent Agenda** # 3032 Approved the consent agenda
Mrs. Melissa Handke presented the consent agenda with two items: Minutes for the January 10th 2023 board meeting and unaudited financial reports for December 31st, 2022. Mr. Chris Bryant motioned to accept the consent agenda. Mrs. Jan Shores seconded the motion. The motion carried unanimously.
- Item 4: **Human Resources Consultation Proposal** #3033 Approved training proposal
Mrs. Melissa Handke presented the item with a proposal for training and a proposal for consultation. Mr. Chris Bryant motioned to accept the proposal for training. Mr. Cedric Bailey seconded the motion. Motion carried unanimously. The consultation proposal was tabled for review of additional bids.
- Item 5: **Human Resources Policy: First Read** #3034 No action necessary
Mrs. Melissa Handke presented the item. No action necessary.
- Item 6: **2022 Building Inventory** #3035 Approved building inventory
Mrs. Melissa Handke presented the item. Mrs. Renita Dodson motioned to approve the inventory. Mr. Billy Wallace seconded the motion. Motion carried unanimously.
- Item 7: **Board Chair Report** #3036 No action necessary
Mrs. Melissa Handke presented the item. No report at this time. No action necessary.
- Item 8: **Director's Report** #3037 No action necessary
Mrs. Kaylyn Weldon Gary presented the item. No action necessary

THE OFFICIAL PROCEEDINGS
Community Youth Services of Southern Oklahoma
Board of Directors
March 22nd, 2023

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Wednesday, March 22, 2023, at 15 Monroe St NE, Ardmore, Oklahoma. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

MEMBERS PRESENT:

Mrs. Morgan Chapman, President
Mrs. Melissa Handke, Vice President
Mr. Jonathan Clubb
Ms. Sarah Hostetler
Mrs. Jan Shores
Mr. Cedric Bailey
Mr. Brian Joshua

MEMBERS ABSENT:

Mrs. Jessie Nance, Secretary
Mr. Chris Bryant
Mr. Billy Wallace
Mrs. Renita Dotson
Ms. Vanessa Wright

VISITORS PRESENT:

STAFF PRESENT:

Mrs. Kaylyn Weldon Gary, Executive Director
Mrs. Terrah White, Administrative Assistant

- Item 1: **Call to Order**
The meeting was called to order by Mrs. Morgan Chapman at 12:11 p.m. and a quorum was established.
- Item 2: **Mission Moment**
The mission moment was presented by Mrs. Brandi Pierce.
- Item 3: **Consent Agenda** # 3039 Approved the consent agenda
Mrs. Morgan Chapman presented the consent agenda with two items: Minutes for the February 14th, 2023 board meeting and unaudited financial reports for January 31st, 2022. Mr. Jonathan Clubb motioned to accept the consent agenda. Ms. Sarah Hostetler seconded the motion. The motion carried unanimously.
- Item 4: **Human Resources Policy: Second Read** #3040 Approved Human Resources Policy
Mrs. Morgan Chapman presented the item. Mr. Brian Joshua motioned to accept the policy. Mr. Cedric Bailey seconded the motion. Motion carried unanimously.
- Item 5: **Health and Safety: First Read** #3041 No action necessary
Mrs. Morgan Chapman presented the item. No action necessary.
- Item 6: **Transfer trust funds to our checking account \$65,000** #3042 Approved transfer of funds
Mrs. Morgan Chapman presented the item. Mr. Cedric Bailey motioned to approve the transfer. Mr. Brian Joshua seconded the motion. Motion carried unanimously.
- Item 7: **HR Consultants** #3043 Tabled
Mrs. Morgan Chapman presented the item. Tabled for further review.
- Item 7: **Board Chair Report** #3044 No action necessary
Mrs. Morgan Chapman presented the item. No action necessary.
- Item 8: **Director's Report** #3045 No action necessary
Mrs. Kaylyn Weldon Gary presented the item. No action necessary

THE OFFICIAL PROCEEDINGS
Community Youth Services of Southern Oklahoma
Board of Directors
April 11th, 2023

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, April 11, 2023, at 15 Monroe St NE, Ardmore, Oklahoma. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

MEMBERS PRESENT:

Mrs. Morgan Chapman, President
Mrs. Melissa Handke, Vice President
Mrs. Jessie Nance, Secretary
Ms. Sarah Hostetler
Mrs. Jan Shores
Mr. Billy Wallace
Ms. Vanessa Wright

MEMBERS ABSENT:

Mr. Cedric Bailey
Mr. Brian Joshua
Mr. Jonathan Clubb
Mrs. Renita Dotson

VISITORS PRESENT:

STAFF PRESENT:

Mrs. Kaylyn Weldon Gary, Executive Director
Mrs. Terrah White, Administrative Assistant

- Item 1: **Call to Order**
The meeting was called to order by Mrs. Morgan Chapman at 12:11 p.m. and a quorum was established.
- Item 2: **Mission Moment**
The mission moment was presented by Mrs. Jody Woydziak.
- Item 3: **Consent Agenda**
Mrs. Morgan Chapman presented the consent agenda with two items: Minutes for the March 22nd, 2023 board meeting and unaudited financial reports for February 28th, 2022. Mrs. Jessie Nance motioned to accept the consent agenda with addition of a board member's name. Ms. Sarah Hostetler seconded the motion. The motion carried unanimously. # 3047 Approved the consent agenda
- Item 4: **Health and Safety Policy: Second Read**
Mrs. Morgan Chapman presented the item. Mrs. Jan Shores motioned to accept the policy. Mr. Billy Wallace seconded the motion. Motion carried unanimously. #3048 Approved Health and Safety Policy
- Item 5: **Radio Proposals for Kids Day in the Park 2023**
Mrs. Morgan Chapman presented the item. Mrs. Melissa Handke motioned to accept the KKAJ radio proposal and give authorization to Kaylyn to research and accept a reasonable KCIM proposal. Mrs. Jessie Nance seconded the motion. Motion carried unanimously. #3049 Approved radio proposals for Kids Day in the Park event
- Item 6: **Kids Day Insurance**
Mrs. Morgan Chapman presented the item. Mr. Billy Wallace motioned to approve the purchase of an insurance policy for the event. Ms. Sarah Hostetler seconded the motion. Motion carried unanimously. #3050 Approved insurance policy for Kids Day in the Park event

**May 2023
Board Meeting
was canceled**

THE OFFICIAL PROCEEDINGS
Community Youth Services of Southern Oklahoma
Board of Directors
June 13th, 2023

A meeting of the Board of Directors of the Community Youth Services of Southern Oklahoma was held at 12:00 pm on Tuesday, June 13th, 2023 at 15 Monroe St NE, Ardmore, Oklahoma. Said notice was posted on the front double door entry of the Community Youth Services of Southern Oklahoma at 15 Monroe St. NE, Ardmore, Oklahoma and is hereby attached and made a part of the minutes on file in the administration office.

MEMBERS PRESENT:

Mrs. Melissa Handke, Vice President
Mrs. Jessie Nance, Secretary
Mrs. Jan Shores
Mr. Cedric Bailey
Mr. Billy Wallace
Mr. Chris Bryant
Ms. Sarah Hostetler
Ms. Vanessa Wright
Mrs. Renita Dotson

MEMBERS ABSENT:

Mrs. Morgan Chapman, President
Mr. Jonathan Clubb
Mr. Brian Joshua

VISITORS PRESENT:

STAFF PRESENT:

Mrs. Kaylyn Weldon Gary, Executive Director
Ms. Terrah White, Admin Assistant

- Item 1: **Call to Order**
The meeting was called to order by Mrs. Melissa Handke at 12:00p.m. and a quorum was established.
- Item 2: **Mission Moment**
The mission moment was presented by Mrs. Brandi Pierce.
- Item 3: **Consent Agenda**
Mrs. Melissa Handke presented the consent agenda with two items: Minutes for May 9th, 2023 meeting and unaudited financial reports for April 30th, 2023. Mrs. Jessie Nance motioned to accept the consent agenda. Ms. Sarah Hostetler seconded the motion. The motion carried unanimously. # 2172 Approved the consent agenda
- Item 4: **Planning Budget**
Mrs. Melissa Handke presented the item. Mrs. Jessie Nance motioned to accept the budget. Mrs. Jan Shores seconded the motion. Motion carried unanimously. #2173 Approved the Planning Budget
- Item 5: **Criswell CPA Engagement Letter**
Mrs. Melissa Handke presented the item. Mrs. Jan Shores motioned to accept the engagement with Criswell CPA. Mr. Billy Wallace seconded the motion. The motion carried unanimously. #2174 Approved Engagement with Criswell CPA
- Item 6: **Discussion and possible action of 1025 Springdale**
Mrs. Melissa Handke presented the item. After discussion, the item was tabled for further review. #2175 Tabled for further review
- Item 7: **Discussion and possible action of OAYS membership**
Mrs. Melissa Handke presented the item. After discussion, the item was tabled for further review. #2176 Tabled for further review
- Item 8: **Discussion of July meeting—cancel or reschedule**
Mrs. Melissa Handke presented the item. Mr. Cedric Bailey motioned to cancel the July meeting. Mr. Chris Bryant seconded the motion. The motion carried #2177 July meeting canceled