

Project: SAFE

Regular Meeting of the Board of Directors
 Tuesday, March 18, 2025 @ 6:00 P.M.
 Project Safe, Inc. Administrative Office
 313 N. Union, Shawnee, OK 74801

MINUTES

1.	Call to Order. Meeting called to order at 6:28 PM by Carolyn Parks.	Carolyn Parks President
2.	Roll Call and Declaration of Quorum. Carolyn Parks, Margaret Davis, Tracy Trussell, Sara Linneen, Kellie Clay, and Robbie Foxx were present. Chance Allison was not present. Quorum was met. Also in attendance was Renée Clemmons, Executive Director.	Carolyn Parks President
3.	Discussion and possible approval of Board Minutes for the Special Board Meeting on March 4, 2025. Margaret Davis motioned to approve the minutes for the Special Board Meeting on March 4, 2025, with Sara Linneen and Tracy Trussell abstaining. Kellie Clay seconded the motion and it passed.	Carolyn Parks President
4.	Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on February 14, 2025. Sara Linneen motioned to approve the Finance Committee Meeting Minutes on February 14, 2025. Robbie Foxx seconded the motion and it passed unanimously.	Chance Allison Treasurer
5.	Discussion and possible approval of Project Safe Physical Security Assessment presented by Shelburne Investigations for 724 Manvel Ave, Chandler, OK 74834. Mike Shelburne presented the Physical Security Assessment to the board in person. After discussion, Robbie Foxx motioned to obtain 2 more quotes and speak to the landlord about the project. Margaret Davis seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director
6.	Discussion and possible approval of agency financials for January 2025. Margaret Davis motioned to approve the agency financials for January 2025 with Sara Linneen seconding the motion; it passed unanimously.	Chance Allison Treasurer
7.	Discussion and possible approval of 2024.25 agency budget amendment. Margaret Davis motioned to approve the 2024.25 agency budget amendment with Sara Linneen seconding the motion; it passed unanimously.	Chance Allison Treasurer
8.	Discussion and possible approval of 2023.24 agency audit dated June 30, 2024 conducted by Rose Rock CPAs, LLC. Robbie Foxx motioned to approve the 2023.24 agency audit dated June 30, 2024 conducted by Rose Rock CPAs, LLC with Kellie Clay seconding the motion; it passed unanimously.	Chance Allison Treasurer
9.	Discussion and possible approval of 2023.24 IRS 990 conducted by Finley & Cook, PLLC. Margaret Davis motioned to approve the 2023.24 IRS 990 conducted by Finley & Cook, PLLC with Tracy Trussell seconding the motion; it passed unanimously.	Chance Allison Treasurer
10.	Discussion and possible approval of February 27, 2025 SASP monitoring visit report. Discussion, no action taken.	Renée Clemmons Exec. Director
11.	Discussion and possible approval of shelter staff inclement weather pay proposal. Robbie Foxx motioned to approve a shelter staff inclement weather pay stipend of \$75 per nonworking shift with prior supervisor approval for staff who work then stay over nonworking shifts then work again to cover the shelter due to inclement weather, beginning January 1, 2025. Tracy Trussell seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director

*Next Regular Board Meeting: Tuesday, April 15, 2025 @ 6pm.

12.	Discussion and possible approval of Employee Classification Policy update. Sara Linneen motioned to approve the updated Employee Classification Policy with Kellie Clay seconding the motion; it passed unanimously.	Renée Clemmons Exec. Director
13.	Discussion and possible approval of Waiver of Confidential Information Policy update. Tracy Trussell motioned to approve the updated Waiver of Confidential Information Policy with Sara Linneen seconding the motion; it passed unanimously.	Renée Clemmons Exec. Director
14.	Discussion and possible approval of new Conflict of Interest Policy, Acknowledgement and Disclosure Form. Margaret Davis motioned to approve the new Conflict of Interest Policy, Acknowledgement and Disclosure Form with Tracy Trussell seconding the motion; it passed unanimously.	Renée Clemmons Exec. Director
15.	Discussion and possible approval of Technology and Systems Plan Policy update. Robbie Foxx motioned to defer due to more info needed. Tracy Trussell seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director
16.	Discussion and possible approval of 2024 PS Annual Report. Sara Linneen motioned to approve the 2024 PS Annual Report with changes. Tracy Trussell seconding the motion and it passed unanimously.	Renée Clemmons Exec. Director
17.	Discussion and possible approval of Project Safe’s 40th Birthday ideas. Margaret Davis motioned to defer and Sara Linneen seconded the motion; it passed unanimously.	Renée Clemmons Exec. Director
18.	Executive Report - Report below given by Renée Clemmons, no action taken. <ul style="list-style-type: none"> • Freedom House Report: Heating issues – getting quotes. Durango back in the shop. Need new fridge. • Main Office Report: • Lincoln Co Office Report: Vehicle for LC – waiting on Iowa Tribe grant monitor clearance • SANE Program Office Report: • Current Grants: • Funding Opportunities: JSL due April 15th • Program/Survey Report: <ul style="list-style-type: none"> ○ Legislative Updates: EVO Legislative Advocacy Day on 3/24 • Upcoming Important Dates/Deadlines: • Board Development opportunities: Nonprofit Board Member Training on March 26th, from 9am-4pm in Stillwater. Partners for Change Conference, September 15th-16th in Norman. • Donations/Fundraising Update: 	Renée Clemmons Exec. Director
19.	New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” None.	Carolyn Parks President
20.	Adjournment. Tracy Trussell motioned to adjourn at 10:03 PM with Margaret Davis seconding; the motion passed unanimously.	Carolyn Parks President

Mission Statement: To provide advocacy for Safety, Empowerment, Healing and Freedom from abuse.

Vision Statement: To advocate for victims of abuse, to raise awareness of violence, empower survivors, and create a community that stands against domestic violence, sexual assault, stalking, and dating violence.

Core Values: Integrity, Respect, Stewardship, Partnership, and Empowerment, which encompass the core statement that “All persons have the right to live without fear, abuse, oppression and violence.”

