

## Project: SAFE

Regular Meeting of the Board of Directors  
Tuesday, April 16, 2024 @ 6:00 P.M.  
Project Safe, Inc. Administrative Office  
313 N. Union, Shawnee, OK 74801

### MINUTES

1.	<b>Call to Order.</b> Meeting called to order at 6:27 PM by Margaret Davis.	Margaret Davis Vice President
2.	<b>Roll Call and Declaration of Quorum.</b> Margaret Davis, Chance Allison, Sara Linneen, Kellie Clay, and Robbie Foxx were present. Tracy Trussell was not present. Quorum was met. Also in attendance was Renée Clemmons, Executive Director. (Carolyn Parks arrived later @ 7:35 PM.)	Margaret Davis Vice President
3.	<b>Discussion and possible approval of Board Minutes for the Regular Board Meeting on March 19, 2024.</b> Sara Linneen motioned to approve the Board Minutes for the Regular Board Meeting on March 19, 2024. Kellie Clay seconded; the motion passed unanimously.	Margaret Davis Vice President
4.	<b>Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on March 15, 2024.</b> Chance Allison motioned to approve the Finance Committee Meeting Minutes on March 15, 2024. Robbie Foxx seconded; the motion passed unanimously.	Chance Allison Treasurer
5.	<b>Discussion and possible approval of agency financials for January and February 2024.</b> Chance Allison presented the agency financials. Robbie Foxx motioned to approve the financials for January and February 2024. Sara Linneen seconded; the motion passed unanimously.	Chance Allison Treasurer
6.	<b>Discussion and possible action regarding the implementation of Positive Pay through BancFirst.</b> Kellie Clay presented the Positive Pay program that preauthorizes checks and EFTs to prevent fraud, and that daily review is needed. No fees will be charged for the service. Chance Allison motioned to approve the implementation of Positive Pay through BancFirst, with Robbie Foxx seconding. The motion passed unanimously.	Renée Clemmons Exec. Director
7.	<b>Discussion and possible action regarding Project Safe classification of Auxiliary expenditures.</b> Renée Clemmons reported about the Auxiliary fundraising activities and expenditures. Discussion only, no action taken.	Renée Clemmons Exec. Director
8.	<b>Discussion and possible approval of 2-3 quotes for Commercial Liability Insurance and D&amp;O Insurance policies.</b> Robbie Foxx motioned to give the Executive Director, Renée Clemmons, the authority to make the decision regarding the best, most responsible quote for Commercial Liability Insurance and D&O Insurance. Chance Allison seconded the motion, it passed unanimously.	Renée Clemmons Exec. Director
9.	<b>Discussion and possible approval of media statement.</b> Renée Clemmons presented the potential need for a standard agency media statement. Discussion only, no action taken.	Renée Clemmons Exec. Director
10.	<b>Discussion and possible approval of amendments to Project Safe, Inc. By-Laws.</b> Chance Allison motioned to form a temporary By-Laws committee with Robbie Foxx and Sara Linneen as serving board members. Carolyn Parks seconded the motion, it passed unanimously.	Renée Clemmons Exec. Director

\*Next Regular Board Meeting: Tuesday, May 21, 2024 @ 6pm.

11.	<p><b>Discussion and possible approval to surplus (6) 2016 Dell All-in-One computers with Windows 10 OS.</b>  Chance Allison motioned to approve the surplus of (6) 2016 Dell All-in-One computers with Windows 10 OS. Robbie Foxx seconded; the motion passed unanimously.</p>	Renée Clemmons Exec. Director
12.	<p><b>Discussion and possible approval to enter into executive session per Title 25 O.S., §307 (B)(3) for the “purpose of discussing the purchase or appraisal of real property.”</b>  Kellie Clay motioned to go into executive session per Title 25 O.S., §307 (B)(3) for the “purpose of discussing the purchase or appraisal of real property” at 7:53 PM, inviting Renée Clemmons, Executive Director. Carolyn Parks seconded; the motion passed unanimously.</p>	Margaret Davis Vice President
13.	<p><b>Possible action taken as a result of matters discussed in executive session.</b>  Sara Linneen moved to come out of executive session at 8:21 PM with Carolyn Parks seconding, the motion passed unanimously. No action taken.</p>	Margaret Davis Vice President
14.	<p><b>Discussion and possible approval to enter into executive session per Title 25 O.S., §307 (B)(4) for “Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.”</b></p> <p>Robbie Foxx motioned to go into executive session per Title 25 O.S., §307 (B)(4) for “Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest” at 8:22 PM, inviting Renée Clemmons, Executive Director. Sara Linneen seconded the motion, it passed unanimously.</p>	Margaret Davis Vice President
15.	<p><b>Possible action taken as a result of matters discussed in executive session.</b>  Chance Allison moved to come out of executive session at 8:32 PM with Carolyn Parks seconding, the motion passed unanimously. No action taken.</p>	Margaret Davis Vice President
16.	<p><b>Executive Report - Report below given by Renée Clemmons, no action taken.</b></p> <ul style="list-style-type: none"> <li>• Freedom House Report: Kitchen Remodel project</li> <li>• Main Office Report: Vehicle search</li> <li>• Lincoln Co Office Report: Vehicle search</li> <li>• SANE Program Office Report: Roof leak – working with landlord.</li> <li>• Current Grants: JSL Submitted on April 15<sup>th</sup>. Arvest Foundation grant and Paul Milburn grant submitting this week.</li> <li>• Funding Opportunities: United Way grant submitted March 29<sup>th</sup>.</li> <li>• Program/Survey Report: None</li> <li>• Legislative Updates: OAG Funding Formula Committee, EVO Working Group</li> <li>• Upcoming Important Dates/Deadlines: May 3<sup>rd</sup> @ 5:30 Chandler Bell Cow Boil Crawfish Festival</li> <li>• Board Development opportunities: None</li> <li>• Donations/Fundraising Update: None</li> </ul>	Renée Clemmons Exec. Director
17.	<p><b>New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.”</b> None.</p>	Margaret Davis Vice President
18.	<p><b>Adjournment.</b>  Sara Linneen motioned to adjourn at 9:09 PM with Carolyn Parks seconding, the motion passed unanimously.</p>	Margaret Davis Vice President