

Project: SAFE

Special Meeting of the Board of Directors
 Tuesday, March 4, 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 6:55 PM by Carolyn Parks.	Carolyn Parks President
2.	Roll Call and Declaration of Quorum. Carolyn Parks, Margaret Davis, Kellie Clay, and Robbie Foxx were present. Chance Allison, Tracy Trussell, and Sara Linneen were 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 January 28, 2025. Robbie Foxx motioned to approve the minutes for the Special Board Meeting on January 28, 2025. Margaret Davis seconded the motion and it passed unanimously.	Carolyn Parks President
4.	Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on January 17, 2025. Kellie Clay motioned to approve the Finance Committee Meeting Minutes on January 17, 2025. Margaret Davis seconded the motion and it passed unanimously.	Chance Allison Treasurer
5.	Discussion and possible approval of agency financials for November 2024. Margaret Davis motioned to approve the agency financials for November 2024 with Robbie Foxx seconding the motion; it passed unanimously.	Chance Allison Treasurer
6.	Discussion and possible approval of agency financials for December 2024. Robbie Foxx motioned to approve the agency financials for December 2024 with Margaret Davis seconding the motion; it passed unanimously.	Chance Allison Treasurer
7.	Discussion and possible approval of 2023.24 agency audit dated June 30, 2024 conducted by Rose Rock CPAs, LLC. Kellie Clay motioned to defer the 2023.24 agency audit with Margaret Davis seconding the motion; it passed unanimously.	Chance Allison Treasurer
8.	Discussion and possible approval of 2023.24 IRS 990 conducted by Finley & Cook, PLLC. Kellie Clay motioned to defer the 2023.24 IRS 990 with Margaret Davis seconding the motion; it passed unanimously.	Chance Allison Treasurer
9.	Discussion of Project Safe Physical Security Assessment by Shelburne Investigations. Discussion only, no action taken.	Renée Clemmons Exec. Director
10.	Discussion and possible approval of Avedis Security and ADA Renovations grant proposal update. Robbie Fox motioned to approve the Avedis Security and ADA Renovations grant proposal update with Margaret Davis seconding, and the motion passed unanimously.	Renée Clemmons Exec. Director
11.	Discussion and possible approval of estimates for the Freedom House shelter main gate replacement. Robbie Fox motioned to approve the estimate for \$15,995.00 from Winkler Door Company, Inc. for the Freedom House shelter main gate replacement with Margaret Davis seconding. The motion passed unanimously.	Renée Clemmons Exec. Director

12.	<p>Discussion and possible approval of \$10,000 Love Meyer Family Foundation grant for operational expenses. Margaret Davis motioned to approve the \$10,000 Love Meyer Family Foundation grant for operational expenses with Robbie Fox seconding, and the motion passed unanimously.</p>	Renée Clemmons Exec. Director
13.	<p>Discussion and possible approval of 2025 lease agreement renewal with AJA Management Co, LLC for 724 Manvel Ave, Chandler, OK. Kellie Clay motioned to approve the 2025 lease agreement renewal with AJA Management Co, LLC for 724 Manvel Ave, Chandler, OK. Robbie Fox seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
14.	<p>Discussion and possible approval of Community Development Block Grant Contract with the City of Shawnee for the purpose of transitional housing. Kellie Clay motioned to approve the Community Development Block Grant Contract with the City of Shawnee for the purpose of transitional housing. Margaret Davis seconded the motion and it passed unanimously.</p>	Renée Clemmons Exec. Director
15.	<p>Discussion and possible approval of strategic planning contract with Movement Consulting & Coaching for 1 or 2 days. Margaret Davis motioned to approve the strategic planning contract with Movement Consulting & Coaching for 1 day for \$4,540 with Robbie Fox seconding; the motion passed unanimously.</p>	Renée Clemmons Exec. Director
16.	<p>Discussion and possible approval of Employee Classification Policy update. Margaret Davis motioned to defer the Employee Classification Policy, with Robbie Fox seconding; the motion passed unanimously.</p>	Renée Clemmons Exec. Director
17.	<p>Discussion and possible approval of Waiver of Confidential Information Policy update. Margaret Davis motioned to defer the Waiver of Confidential Information Policy, with Robbie Fox seconding; the motion passed unanimously.</p>	Renée Clemmons Exec. Director
18.	<p>Discussion and possible approval of new Conflict of Interest Policy, Acknowledgement and Disclosure Form. Margaret Davis motioned to defer the Conflict of Interest Policy, with Robbie Fox seconding; the motion passed unanimously.</p>	Renée Clemmons Exec. Director
19.	<p>Discussion and possible approval of Technology and Systems Plan Policy update. Margaret Davis motioned to defer the Technology and Systems Plan Policy, with Robbie Fox seconding; the motion passed unanimously.</p>	Renée Clemmons Exec. Director
20.	<p>Discussion and possible approval of 2024 PS Annual Report. Kellie Clay motioned to defer the 2024 PS Annual Report, with Margaret Davis seconding; the motion passed unanimously.</p>	Renée Clemmons Exec. Director
21.	<p>Discussion and possible approval of Project Safe's 40th Birthday ideas. Robbie Fox motioned to defer the Project Safe's 40th Birthday ideas, with Kellie Clay seconding; the motion passed unanimously.</p>	Renée Clemmons Exec. Director
22.	<p>Executive Report - Report below given by Renée Clemmons, no action taken.</p> <ul style="list-style-type: none"> • Freedom House Report: <ul style="list-style-type: none"> ○ 2011 Dodge Durango – power steering rack and pinion needs replacing (not transmission) ○ Staff and Clients are doing well. New training! • Main Office Report: <ul style="list-style-type: none"> ○ SASP and VOCA monitoring visit report ○ EVO VOCA funding letter to Congressional legislators ○ Legislative Nonprofit Advocacy Day with Avedis on 2/26 ○ Rachael S. maternity leave 	Renée Clemmons Exec. Director

	<ul style="list-style-type: none"> ○ Sac & Fox partner meeting 3/3 @ main office & shelter • Lincoln Co Office Report: Vehicle for LC – on hold pending meeting with Iowa Tribe <ul style="list-style-type: none"> ○ Scheduling Iowa Tribe meeting shortly • SANE Program Office Report: • Current Grants: • Funding Opportunities: VOCA due March 7th, UW due March 14th • Program/Survey Report: VOCA, SASP, TSA, & FVPSA • Legislative Updates: Serving on EVO Legislative Committee again this year. • 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: 	
23.	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
24.	Adjournment. Kellie Clay motioned to adjourn at 10:05 PM with Robbie Foxx 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.”