Project: SAFE

Regular Meeting of the Board of Directors
Tuesday, July 21, 2026 @ 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 6:25 PM by Sara Linneen.	Sara Linneen President
2.	**Roll Call and Declaration of Quorum.** Sara Linneen, Robbie Foxx, Chance Allison, Carolyn Parks, Margaret Davis, Kellie Clay, and Tracy Trussell were present. Quorum was met. Also in attendance was Sandy Vanderburg, Executive Director, and Renée Clemmons, Assistant Executive Director.	Sara Linneen President
3.	**Discussion and possible approval of Board Minutes for the Special Board Meeting on May 26, 2026.** Margaret Davis motioned to approve the Special Board Meeting minutes on May 26, 2026 with Robbie Foxx seconding. Tracy Trussell abstained. The motion passed unanimously.	Sara Linneen President
4.	**Discussion and possible approval of Board Minutes for the Regular Board Meeting on June 16, 2026.** Tracy Trussell motioned to approve with revisions the Regular Board Meeting minutes on June 16, 2026 with Carolyn Parks seconding. The motion passed unanimously.	Sara Linneen President
5.	**Discussion and possible approval of agency financials for February 2026.** Tracy Trussell motioned to approve the agency financials for February 2026 with Margaret Davis seconding; the motion passed unanimously.	Chance Allison Treasurer
6.	**Discussion and possible approval of agency financials for March 2026.** Margaret Davis motioned to approve the agency financials for March 2026 with Carolyn Parks seconding; the motion passed unanimously.	Chance Allison Treasurer
7.	**Discussion and possible approval of authorized check signers for Project: SAFE.** Chance Allison motioned to approve Sara Linneen, Chance Allison, Carolyn Parks, and Margaret Davis as authorized check signers for Project: SAFE. Carolyn Parks seconded the motion and it passed unanimously.	Chance Allison Treasurer
8.	**Discussion and possible approval of strategic planning proposal from Movement Consulting & Coaching for $4,540.** Margaret Davis motioned to approve the strategic planning proposal from Movement Consulting & Coaching for $4,540 with Carolyn Parks seconding; the motion passed unanimously.	Renée Clemmons Asst Exec. Director
9.	**Discussion and possible approval of shelter gate sensor proposal from Winkler Door Company for $1,506.47.** Robbie Foxx motioned to approve the shelter gate sensor proposal from Winkler Door Company not to exceed $2,000 with Carolyn Parks seconding; the motion passed unanimously.	Renée Clemmons Asst Exec. Director
10.	**Discussion and possible approval of phone line proposal from Communication Services for $30.96 monthly.** Carolyn Parks motioned to approve the phone line proposal from Communication Services for $30.96 monthly with Margaret Davis seconding; the motion passed unanimously.	Sandy Vanderburg Exec. Director

*Next Regular Board Meeting: Tuesday, August 18, 2026 @ 6pm.

11.	**Discussion and possible approval of updated Client Rights, Client Services Non-Discrimination, and Non-Discrimination EEOP Policies.** Tracy Trussell motioned to approve updated Client Rights, Client Services Non-Discrimination, and Non-Discrimination EEOP Policies with Carolyn Parks seconding; the motion passed unanimously.	Sandy Vanderburg Exec. Director
12.	**Discussion and possible approval of updated PS Organizational Chart.** Kellie Clay motioned to approve the updated PS Organizational Chart. Margaret Davis seconded the motion and it passed unanimously.	Sandy Vanderburg Exec. Director
13.	**Executive Report – Report below given by Sandy Vanderburg, no action taken.** • Freedom House Report: o Tree damaged o Lateral lines issue – working on it o Survey complete on property o Design of new youth multipurpose building beginning soon • Main Office Report: o Claimed Apple Business Account - Main Office location updated on Apple Maps o Online QuickBooks update o Quiet Title will be filed this week for new Skagg City Rd. property o OAG Grant Monitoring visit on June 30th completed o Agency checks update • Lincoln Co Office Report: o Upcoming TSA Program Audit on July 23rd • Transitional Program Report: o Keys will be turned into the City of Shawnee on July 24th. • Grant Updates: o OAG contract for DVSA services will include 2024.25 and 2025.26 carryover funds. o OVC Services for Victims of Crime 3-year grant submitted June 29th for $298,285.24 to fund a FT Shelter Advocate and a Children & Youth Advocate. o JSL Grant Received for $800 • Funding Opportunities: o OVW Rural DV, SA, and Stalking 3-year grant due July 24. Writing for a Community Advocate, FT Volunteer/Outreach Coordinator, & Mental Health Counseling for $424,068.02. o Wegner Foundation for $5,000 – due August 1st • Community Opportunities: Scheduled Shift Change Trainings with Shawnee PD starting next week! • Upcoming Important Dates/Deadlines: o CACCO Fundraiser on August 1st - Sandy, Regan & April attending (comp tickets) o Pumpkins for Protection on October 15th at 4:00 PM. • Board Development Opportunities: o 2026 Partners for Change Conference on September 2-3, 2026 at the Embassy Suites in Norman. o OKCNP “The Partnership” on November 18th – Sandy & Sara registered • Donations/Fundraising Update: o Save the Date! 18th Annual Honey Do Auction on Thursday, October 1, 2026 @ The Grand Casino	Sandy Vanderburg Exec. Director
14.	**New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.”** None.	Sara Linneen President
15.	**Adjournment.** Tracy Trussell motioned to adjourn at 8:36 PM with Margaret Davis seconding; the motion passed unanimously.	Sara Linneen President

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