

MINUTES

Meeting of the Board of Directors
of the Oklahoma CASA Association, Inc.

May 12, 2009 1:00 p.m.

Metro Technology Centers
1900 Springlake Drive, Forest Room
Oklahoma City, OK 73112

I. Call to Order

By Shelia Baker at 1:20 p.m.

II. Roll Call

Sheila Baker	Present	Crystal Huff	Absent
Maria Lambert	Present	Pam Dose	Present
Joe Clytus	Present	Lee Ann Limber	Present
Tiana Douglas	Present	Karen Losson - Wolf	Present
Ron Harp	Present	Karla Luginbill	Present
		Natalie Shirley	Present

Others present:

Sheryl Marseilles, Interim Director
Denise Hill
Stacey Brooks

III. Discussion and Possible Actions on the April 16, 2009, meeting minutes. Ron Harp motioned to accept minutes. Maria Lambert, seconded. Minutes accepted, motion carried.

Joe Clytus	Yes	Lee Ann Limber	Yes
Pam Dose	Yes	Karen Losson-Wolf	Yes
Tiana Douglas	Abstain	Karla Luginbill	Abstain
Ron Harp	Yes	Natalie Shirley	Abstain
Crystal Huff	Absent	Maria Lambert	Yes
Shelia Baker	Yes		

IV. Discussion and Possible Action on Financial Policies and Procedures, recommendation from Executive Committee. Jeri Towler presented changes to FPP. Karla Luginbill motioned to approve Financial Policies as amended. Tiana Douglas, seconded, motion carried.

Joe Clytus	Yes	Lee Ann Limber	Yes
Pam Dose	Yes	Karen Losson-Wolf	Yes
Tiana Douglas	Yes	Karla Luginbill	Yes
Ron Harp	Yes	Natalie Shirley, 1:46	Absent
Crystal Huff	Absent	Maria Lambert	Yes
Shelia Baker	Yes		

V. **Consideration of Motion to Adjourn to Executive Session, pursuant to _25 O. S. 307.B(1).** Karla Luginbill moved to adjourn to Executive Session, Maria Rosales Lambert seconded. Motion carried.

Shelia Baker	Yes	Lee Ann Limber	Yes
Pam Dose	Yes	Karen Losson-Wolf	Yes
Tiana Douglas	Yes	Karla Luginbill	Yes
Ron Harp	Yes	Natalie Shirley	Absent
Crystal Huff	Absent	Maria Lambert	Yes
Joe Clytus	Yes		

VI. **Consideration of Motion to Return from Executive Session, pursuant to _25 O. S. 307.B(1).** Karla Luginbill moved to return from Executive Session, Tiana Douglas seconded. Motion carried.

Shelia Baker	Yes	Lee Ann Limber	Yes
Pam Dose	Yes	Karen Losson-Wolf	Yes
Tiana Douglas	Yes	Karla Luginbill	Yes
Ron Harp	Yes	Natalie Shirley	Absent
Crystal Huff	Absent	Maria Lambert	Yes
Joe Clytus	Yes		

VII. **Interim Director Report, Sheryl Marseilles:** Liability Insurance reviewed, insurance claim made. DHS contract approved (\$255,000), NCASAA State directors meeting went well.

VIII. **Discussion and Possible Action on Financial Report.**

a. Sheryl outlined Financial Report: Karla Luginbill motioned to accept financial report. Joe Clytus, seconded. Motion carried.

Shelia Baker	Yes	Lee Ann Limber	Depart: 2:36
Pam Dose	Yes	Karen Losson-Wolf	Yes
Tiana Douglas	Yes	Karla Luginbill	Yes
Ron Harp	Yes	Natalie Shirley	Absent
Crystal Huff	Absent	Maria Lambert	Yes
Joe Clytus	Yes		

b. Ron Harp, Chair: Job description was presented, audit committee to have meeting soon. Joe Clytus, moved to accept job description report, Tiana Douglas seconded. Motion carried.

Shelia Baker	Yes	Lee Ann Limber	Depart 2:36
Pam Dose	Yes	Karen Losson-Wolf	Yes
Tiana Douglas	Yes	Karla Luginbill	Yes
Ron Harp	Yes	Natalie Shirley	Absent
Crystal Huff	Absent	Maria Lambert	Yes
Joe Clytus	Yes		

- IX. Discussion and Possible action on Legislative Committee.** Karen Wolf, state appropriation – not sure where we are with respect to cuts. Will know more in a week or 2. Title X discussion: need to have discussion with Shawn about what the organization wants to do, where we are coming from and where we are going.
- X. Discussion and Possible Action on Debit Card.** Tiana Douglas: Debit card easy to track through bank statements. Staff has had to put thing on personal cards, specifically with IT and renewing websites. Debit card can be handled with *request for expenditure* that is approved before running the card. Should have approval just like check approvals. We need to have delegation of authority. We will need a policy written to reflect procedure and how it is used. Maria Rosales-Lambert moved to accept, Joe Clytus, seconded. Motioned carried.

Shelia Baker	Yes	Lee Ann Limber	Absent
Pam Dose	No	Karen Losson-Wolf	Yes
Tiana Douglas	Yes	Karla Luginbill	Absent/Left at 2:54
Ron Harp	Yes	Natalie Shirley	absent
Crystal Huff	Absent	Maria Lambert	Yes
Joe Clytus	Yes		

XI. Business not known within 24 hours of this meeting.

XII. Adjournment: Tiana Douglas moved to adjourn. Ron Harp seconded the motion. Motion carried.

Shelia Baker, President

Date