

Kendall Whittier Improvement District Board
Meeting Minutes

Date: 10/19/2022

Attendance: Aaron Post, Darek Latta, Derek Mordhorst, Jake Miller, Nicholas Flores, Sammantha Hoyte, Jessica Jackson Seay, Jamie Yrineo Barnes, Trent Morrow, Samantha Extance, and Calvin Michael Moniz.

1. **Collect Signatures & Complete Board Forms** - We collected signatures from board members on the Articles of Incorporation, Bylaws, Board Commitment Forms, Conflict of Interest Policy Forms, and Board Confidentiality Agreement Forms.
2. **Additional Policy Review & possible action** - We reviewed three additional governing policies: Financial Improprieties & Misuse Policy, Form 990 Policy, and Grievance and Whistleblowing Policy. The policies were unanimously approved by the board with motions made by Jamie and Jake (for the Financial Improprieties & Misuse Policy), by Darek M. and Trent (for the Form 990 Policy), and by Calvin and Darek L. (for Grievance and Whistleblowing Policy).
3. **Review 2022-2023 Meeting Schedule & Agenda Update** - We discussed the 2022-2023 meeting schedule and added additional agenda items for our standing meeting agenda. The board agreed to add the following agenda items: public comment, new business, and announcements. Agendas moving forward will also include call to order, roll call of board members, and adjournment.

We broke out into subcommittees to determine meeting schedules for the finance and executive committees.

4. **KWMS Board Meetings** - We selected Calvin as our representative from the KWID Board to attend the Kendall Whittier Main Street monthly meetings in order to provide updates on our work, coordinate better with impacted businesses, and collaborate effectively.
5. **Robert's Rules of Order Review** - Sam reviewed Robert's Rules of Order in addition to related rules from the Open Meetings Act and Open Records Act.
6. **Next Steps** - We reviewed next steps now that the board is more established and oriented.

From now on, the president will be responsible for leading meetings, setting up calendar invites, creating the meeting agenda, & sending out reminders (the vice president will be responsible if the president is unavailable); the secretary will be responsible for capturing meeting minutes, saving them to the google drive, and emailing them to all board members. The secretary will also monitor the email inbox and forward messages as

needed to the president, Tulsa Planning Office, or City of Tulsa Finance Dept.; the treasurer will be responsible for coordinating any payments and record-keeping with KWMS (Jessica) until KWID's bank account is set up.

7. **Meeting for next month:** November 9, 2022 from 5:30-6:30 PM at Crosstown Learning Center.