

**Tulsa Lawyers for Children, INC.  
Meeting of the Board of Directors  
February 25, 2020, noon  
907 S. Detroit, Suite 1025-A  
Tulsa, OK**

**MINUTES**

**Board Members Present:** Allen Smallwood, John Rule, Ariana Cole, Evelyn Hutchison, Anne Sublett, Charles Greenough, Rachel Thompson, Thomas Kirby, Daniel Carter, Thomas Landrum, Lorena Rivas, Amber Howard Cornelius, Stephanie Barberousse, Becki Murphy.  
Tralynna Scott was present by phone.

**Board Member(s) Excused:** Margo Shipley.

**Others Present:** Elizabeth Hocker; Executive Director, Timothy Michaels-Johnson; Senior Staff Attorney, Sonya Pyles; Project Coordinator.

A quorum was established and the meeting was called to order at 12:00 p.m. by President Allen Smallwood. Allen asked Sonya Pyles to take the minutes of the meeting.

The Agenda was approved.

The minutes from the last meeting were presented and reviewed. Allen Smallwood asked for a motion to approve the minutes, Lorena Rivas moved and Charles Greenough seconded. The motion was approved unanimously.

**Financial Report**

Thomas Landrum updated the Board on the financial status of Tulsa Lawyers for Children. He informed the Board TLC is doing very well. At future board meetings, Thomas will create a report in lieu of reviewing all the various financial documents. The financial report was accepted.

**Executive Director's Report**

Elizabeth Hocker provided an overview of grants from 2019 and 2020. She also informed the Board TLC received a \$25,000 check from Schusterman Family Foundation.

She is still waiting on grants submitted to the Helmerich Foundation and Mariner Wealth Advisors. Lynnwood Moore and Bob Curry submitted these requests in support of TLC.

A brief discussion of the "Transition Plan" ensued. Lorena Rivas asked about the need for an additional staff attorney and if TLC was planning on hiring another staff attorney. Elizabeth responded the number of client referrals do not justify two full time and one half time staff attorney. She informed the Board, Timothy Michaels-Johnson is well prepared to take over the Executive Director's position.

**Development Committee**

John Rule updated the Board on TLC's annual Fun with Friends Event. It will be held at American Solera Brewery on April 16, 2020. Ticket prices are the same as last year. Board members were given

invitations to distribute. Becki Murphy is working on an electronic introduction and a banner for TLC staff to include in all e-mails. Thomas Landrum asked who the target audience was for Fun with Friends. A brief discussion ensued in regard to whom to invite and why. Timothy shared the 30 300 30 campaign generated over 300 e-mail addresses and these individuals will be sent electronic invitations. There will be several opportunities at the party for gifts and networking with staff and the members of the Board of Directors.

John Rule updated the Board on the work of the Development committee and the "subscription" plan for 2020.

The 30 300 30 Campaign was discussed and the Development committee recommended not doing the campaign every year. High profile donors will be asked to donate on the "Day of Giving" – December 1, 2020.

#### **Finance Committee**

Thomas Landrum briefly discussed the importance of the VOCA grant. It is approximately 1/3 of the TLC budget. The Finance Committee is the "Fun" committee and it is working hard to ensure financial reporting stays consistent.

#### **Governance Committee**

Thomas Kirby informed the Board the Governance Committee met on January 29<sup>th</sup>, 2020 to interview Timothy Michaels-Johnson as the next Executive Director. The Committee recommended without reservation he be hired effective May 1, 2020 and have a six month probationary period. A motion to that effect was made and seconded by Lorena Rivas and Timothy was elected the next Executive Director of TLC with a six months probationary period. Another motion was made by Thomas Kirby, for a salary increase to \$80,000 be made effective for Timothy Michaels Johnson on May 1. The motion was seconded and the vote was again unanimous.

The next Committee meeting is scheduled for April 16<sup>th</sup>, 2020 and the Committee will conduct an exit interview for Elizabeth Hocker.

Thomas Kirby informed the Board that TLC will consider recruiting five new Board Members and a TU Law Student to fill vacant positions. There are four candidates under consideration. The terms for Lorena Rivas, Thomas Landrum, Charles Greenough and Tom Kirby are expiring this May. All four have agreed to serve another three year term. The by-laws provide up to 21 people can serve on the Board of Directors.

#### **New Business**

Becki Murphy stated that she has concerns about the time TLC attorneys are spending waiting on their court cases to be heard. A brief discussion ensued.

Timothy Michaels-Johnson informed the Board of a meeting that was held last week at the Juvenile Justice Center that he hopes the discussion and recommendations made at the meeting will help improve this issue.

Elizabeth Hocker requested all Board members attend the Lunch and Tours of the new facility sponsored by TLC on March 27<sup>th</sup>, 2020 at the Family Center for Juvenile Justice.

Becki Murphy and Stephanie Barberousse are happy to visit with Judge Carter about ways to decrease the wait time for TLC volunteers.

The date for the next meeting is May 26<sup>th</sup>, 2020.

Meeting adjourned at 12:37.

Prepared by:

  
Sonya Pyles

Approved by:

  
Allen Smallwood, President