

# Meeting Minutes – Oklahoma Association of Student Councils (OASC) Board Meeting

**Location:** Broken Arrow High School

**Date:** January 23<sup>rd</sup>, 2017

**Time:** 9:00 AM to 12:20 PM

**Attendance:** Kristy Cooper (3<sup>rd</sup> year Advisor), DeWayne Patterson (2<sup>nd</sup> year Advisor), Brian Hunter (1<sup>st</sup> year Advisor), Drew Hill (outgoing OASC State President), Connor Bowles (outgoing OASC State Vice-President), Jake Heckel (outgoing OASC State Secretary), Keegan Myers (incoming OASC State President), Nicole Lowry (incoming OASC State Vice President), Makenzie Wilson (incoming OASC State Secretary), Jason Jedamski (Director of Student Life and Activities), Shawn Freeman (Ada High School Student Council Advisor)

## **Agenda Items:**

- I. **Welcome –**
  - a. Broken Arrow Superintendent, Dr. Janet Dunlop
  - b. Broken Arrow High School Principal, Ms. Elizabeth Burns
- II. **Introduction**
  - a. Swearing in of new OASC State Officers
  - b. Overview, Makenzie Wilson and Noah Mebane (Convention Manager)
- III. **Tour of Broken Arrow High School facilities and campus**
- IV. **STATE Committee Head Reports**
  - a. Advisors
  - b. Art
  - c. Donations
  - d. Exhibit Hall
  - e. Final Dance
  - f. Guides
  - g. Hospitality and Facilities
  - h. Public Relations
  - i. Registration
  - j. Saturday Concessions
  - k. Security
  - l. Sessions and Production
  - m. Student Meals
  - n. Student Mixer
- V. **Lunch/OASC Business Meeting**
  - a. QuickBooks for OASC accounts
  - b. Discussed hiring CPA to review finances quarterly
  - c. Insurance
  - d. Liability Release for OASC events
  - e. Incident Report
  - f. Elections at State Convention
  - g. National Convention Update
  - h. Constitutional Change Form
  - i. Set up future board meeting date

**Action Items:**

- I. OASC Executive Director **Gary Oberste** sent QuickBooks login information to Darryl Andrews (ADVANCED Director) and Kristy Neerman (BASIC Facilities Director)
  - a. **STATUS: RESOLVED**
- II. Board Members discussed hiring outside CPA to review finances quarterly
  - a. **STATUS: PENDING – Should be in place by April 1<sup>st</sup> (end of first quarter of 2017 calendar year)**
- III. Board Members discussed obtaining insurance review to determine where coverage is needed for volunteers, JC's, and other OASC staff
  - a. **STATUS: PENDING – Should be in place by April 1<sup>st</sup>**
- IV. Kristy Cooper drafted a OASC Liability Release Form for Board review and immediate implementation for all 2017 OASC events
  - a. **STATUS: PENDING – Should be in place by April 1<sup>st</sup>**
- V. Kristy Cooper drafted an incident report form for Board review and immediate implementation for all 2017 OASC events
  - a. **STATUS: PENDING – Should be in place by April 1<sup>st</sup>**
- VI. DeWayne Patterson led discussion with state officers regarding OASC State election reform.
  - a. **STATUS: PENDING – Board is taking recommendations under consideration and reviewing other states/organizations procedures in advance 2017 STATE Convention. Updated guidelines should be in place by September Board Meeting.**
- VII. DeWayne Patterson gave National Convention Update and overview of pre-trip activities/schedule
  - a. **STATUS: PENDING – Recommended that an OASC National Trip account be created to more easily facilitate securing deposits and other aspects of travel (airfare, hotels, etc.)**
- VIII. Kristy Cooper drafted a constitutional change form (as mandated by the OASC Constitution) for Board review and immediate release.
  - a. **STATUS: PENDING – Board will review/revise as needed and post to [www.oascok.org](http://www.oascok.org) by April 1<sup>st</sup>**
- IX. Adult Board Members discussed meeting (via conference call) monthly to ensure agenda items are carried out by prescribed deadlines and communication between all OASC staff and officers is improved.
  - a. **STATUS: RESOLVED – Kristy Cooper will put together a list of meeting dates**

**Other Notes:**

- I. Many thanks to Jason Jedamski, Makenzie Wilson, and all of the Broken Arrow students and staff who put together the 2017 State Presentation. They demonstrated extreme hospitality and a high level of preparedness. This year's state convention promises to be an excellent event!