

**MINUTES**  
**OHF BOARD OF DIRECTORS MEETING**  
**MONDAY, JANUARY 22, 2024 AT 7:00 PM.**

The OHF Board of Directors met in regular session on the above date and time via Zoom. Notice of this meeting was posted on the OHF Website at [www.okhemophilia.org](http://www.okhemophilia.org).

1. Call to Order, roll call.
  - a. President Nathan Holloway called the meeting to order at 7:15 PM. Board members present included Nathan Holloway, Liz Allen, Paige Turner, Nakita Parnacher, Nate Anders, Barbara Hernandez, Emily Johnson, Katie Mears, Michelle Rolling, Easton Voyles, Darla Williams, and Miranda Williams. Also present were Interim Executive Director Kerri Crabtree, Leisa MacDougall, Tammy Jones, Yolanda and Wayne Nivin, Jim Mueller, Stacey (NovoNordisk), Sasha Cheatham, Joey, Katie Richardson, Becca R. (Paragon), Kristin Voyles, Kathy Rickerson (Bayer), and Jane Piepke (Octapharma).
2. OHF Mission Statement.
  - a. Read aloud by Katie Mears.
3. Approval of Meeting Agenda.
  - a. Katie Mears made a motion to approve the agenda, Nate Anders seconded, motion passed unanimously.
4. Consent Agenda. (Consent items are to be voted on for approval or denial by one single motion without discussion. Any Board member wishing to discuss an item may request it be removed and placed on the regular agenda. Only those items removed will be read aloud.)
  - a. Approve minutes of the [November 20, 2023 Board Meeting](#)
    - i. Pulled by Emily for possible corrections
  - b. Approve minutes of the December 12, 2023 [Special E-Vote](#)
  - c. Approve minutes of the December 13, 2023 [Special E-Vote](#)
  - d. Approve minutes of the January 9, 2024 [Special E-Vote](#)
  - e. Acknowledge report from [Interim Executive Director](#)
  - f. Acknowledge report from [Winter Event](#) Committee
  - g. Acknowledge report from [Kendra Scott](#) Committee
    - i. Nate Anders made a motion to approve the consent agenda, Nakita Parnacher seconded, motion passed unanimously.
  - h. Liz Allen made a motion to approve revised November 20 minutes, stating \$12k instead of \$8k on Winter Event Report, Nate Anders seconded, motion passed unanimously.
5. Communications Coordinator Job Description.
  - a. Currently have a vacancy for position. Do we want to go ahead and post? Hold off? Need more board input.
  - b. Leisa asked if she could join the employment committee, Nathan said he thinks there would be conflict with the current vacated position.
6. Financial Reports.
  - a. [Financial Committee](#)
    - i. Sasha Cheatham asked about the misc and uncategorized fees. Nakita stated that it is debit card purchases with no receipts and

checks that were force pay by the bank. Nakita is in the process of getting the information on where the checks went to and where to categorize those fees.

- ii. Nathan stated there were no financials for a period of time due to the ceasing of the relationship with previous ED and also due to switching banks at the same time.
- iii. Jim Mueller states that when Tim was no longer with the organization, they had to go to the CPA for a bookkeeping program to get the financial info back from when Tim had locked people out of the OHF accounts.
- iv. Nakita is working on the financials from January - May. She is hoping all the financials are done by May. She is going to schedule a meeting with Jim (former Treasurer).

#### 7. Upcoming Dates.

- a. Events/programs
  - i. Day at the hill 2/25-26, Washington Days 3/6-8 (Leisa MacDougall is the OHF rep), Teen retreat in April (Barbara Hernandez backed down from chair), Walk is in June.
- b. Board Meeting dates and locations
  - i. Board Retreat date and location
    - 1. Feb. 17 is Board retreat and meeting (tentatively)

#### 8. Old Business.

- a. Nathan Holloway sent out the OHF code of conduct for the board to review.
- b. Kerri Crabtree sent out a board engagement form for the board to review, sign, and email back to her.
- c. Leisa MacDougall asked about the newsletter. Says she still has not received a copy of the newsletter. Kerri Crabtree sent out an email in December about the newsletter.
- d. Sasha Cheatham expressed her concern about being a vendor and community member not receiving newsletters.
- e. Nathan Holloway asked how many newsletters were sent out in 2023. Leisa said none. Kerri explained that there was not one in February, so she included all the info in her newsletter she sent out in late fall. Kerri also sent out one right before the holidays.
- f. Sasha Cheatham was asked from a vendor perspective on how to rectify the situation, but she stated since her company did not have a sponsorship she doesn't feel comfortable commenting on that.
- g. Kathy Rickerson joined the conversation stating that she doesn't have the authority to say what will rectify the situation, but she can ask her bosses. States that she received a newsletter from Kerri and her company was happy with what was given.

- h. Nathan Holloway stated to Kerri that we need to get with each sponsor to let them know the situation and to get the correct info that needs to be shared on the newsletters.
9. New Business.
  - a. Independent Contractor
  - b. Liz Allen, OHF Board Vice President, Easton Voyles, and Barbara Hernandez resign from the OHF Board.
  - c. Michelle Rolling is needing zip codes for the OHF walk.
10. Adjourn.
  - a. Katie Mears motioned to adjourn, Michelle Rolling seconded, motion passed unanimously. Meeting adjourned at 8:45 pm.

## REPORTS

### **Interim Executive Director**

Kerri Crabtree

[ED report Jan 2024.pdf](#)

### **Winter Event**

Tammy Jones

- 2023 was the best attended Winter Event in 3 years.
- 97 registered with 24 cancellations, 22 of those being last minute
- 75 attendees: 61 Members & 14 Industry
- Good feedback was received from members and Industry attendees.
- It was great to have a triple growth in Industry attendees at Winter Event.
- Kerri has all the receipts so she will need to produce those for a total over all.
- [2023 OHF Winter Event Expense summary.pdf](#)

### **Financial Committee**

Nakita Parnacher

- Included in ED Report

### **Kendra Scott**

Katie Mears

- Had my best Kendra Scott event yet! \$5,248.00 was the total between both in-store and online sales, which means our give back amount is \$1,049.00!! It may take a month or two for the check to be mailed to us. I was so impressed at how friends, family, and community turned out to support us.