



Explore Engage Enjoy Board Meeting Agenda

Date: 07/15/2025

Time: 7:00 pm

Invitees: Rebecca Moyer, Executive Director, Analisa VanOostrum, Board President, Emily Lorang, Secretary, Stephanie Gilbreath, Treasurer.

Attendees: Rebecca Moyer, Analisa VanOostrum, Emily Lorang

75% of board was present and fulfilled requirements for a quorum.

Overview: Explore Engage Enjoy's first board meeting of 2025.

Secretary's Report

- Review minutes from last meeting
 - Motion to Approve: [RM](#)
 - Second: [EL](#)
- [Motion approved 7:08 pm](#)

Executive Director's Report

- 2024 taxes with Form 990 and CT-12 filed for an extension so will be completed by October 15, 2025
- Productivity reports, total visits and percent present 2024 and 2025
 - *January: 395, 60.32%* 481, 72.72%
 - *February: 457, 61.80%* 432, 67.46%
 - *March: 444, 67.47%* 423, 66.86%
 - *April: 413, 64.86%* 575, 73.98%
 - *May: 398, 71.55%* 462, 70.74%
 - *June: 352, 65.91%* 447, 66.93%
 - *Total: 2,459, 61.19%* 2,823, 73.20%

- Budget reports:
 - Profits and loss sheet shared from QuickBooks
 - Current bank balance (as of 06/30/2025) of:
 - Checking: \$47,715.88
 - Savings: \$30,360.19
 - Debts:
 - Credit card (0% interest until 2/1/2026): \$15,246.81
 - Short term loan (John P. at 4%): \$8,598.81
 - Short term loan (Rebecca M. through American Express 7.99%): \$27,000
 - Short term loan (Gary and Laurie Polansky at 3%): \$76,761.50 (taken out to pay off higher interest loan and ensure funds available for renovation)
 - Long term loan (CCD at 9%): Paid off
 - Total: \$127,605.12
 - Overall improvement, bringing in more than spending
 - Grants for 2025
 - CHI Mercy approved for \$30,500
 - Douglas SOC approved for \$30,993 for Kindergarten Readiness
 - Good results so far, collecting data and will have everything ready for next year
 - Douglas SOC approved for \$13,813 for recruiting therapists
 - Waiting grants for upcoming renovation project
 - Ford Family Foundation approved \$10,000
 - OCF Pending
- Two new hires to report
 - Donna Morhain: SLPA for 3 days per week and 7 treatments per day for the summer (June 24-August 14, 2025)
 - Wendy-jo Davidson, SLP 2 days per week for orientation and onboarding, and then full time 9/1/2025
 - Sadie Cheng, SLP, (applied for an H1B work visa). Approved Labor Condition Application and pending to see if the facility falls under cap exempt status.
 - Will not be able to continue if denied, but approval is likely
 - Promising interviews but nothing confirmed
 - Rachael Iverson, SLP
 - Shaheen Muneshwar, SLPA (Declined)
 - Fabian Bazima, PT (Declined)
 - Jeremy Zibull, COTA (pending taking test August 21)
 - Rachel Baran, OT
 - Amy Vargas, PT (graduates in August 2025)
 - Still running into trouble finding PTs

- We are in the process of getting everything submitted for insurance credentialing and back for Wendy-Jo and Sadie
- Donna doesn't need any special credentialing as she is an assistant.
- New building 2405 NE Diamond Lake Blvd Suite 75
 - Lease expires September 30, 2025
 - Paying rent for \$1000 June, July, August, then increases to \$6,427 a month
 - Trying to get in by September 1
 - Waiting on city building permit, then will need to get county approval (last update they were 1 week behind so possibly July 10th).
 - Then hiring Jake Dorsey construction for putting in walls and expanding bathroom
 - Will have a lot of space for SLP offices, gyms, ADA bathroom
 - Hoping to move beginning of September, lots of small things to be done (utilities, insurances, etc.)
- Applied for 2 grants from Ford Family (approved for \$10,000!) and Oregon Community Fund for renovations (pending)
- Steering committee of parents guided the phases of the renovations (pulled from some grant applications)
 - March 2025 - July 2025 Phase 1: Initial Recruitment and Expansion. We have added additional therapy providers and expanded the business to a large, but partially unfinished clinical space.
 - August 2025 - October 2025 Phase 2: Renovation for Speech Therapy and Inclusive Restrooms. We have raised funds and are in the building process of Phase 2 to complete renovations of a portion of our business space to provide adequate individualized treatment rooms and improved inclusivity in the restroom facilities.
 - November 2025 - April 2026 Phase 3: Renovation of Occupational Life Skills Space. Adolescents with disabilities are frequently underprepared for autonomy and lack the experience of caring for themselves. We plan to add a life skills kitchenette, laundry space, bathroom, and utility room to simulate living with as much independence as possible and help prepare these valuable members of our community as they transition to adulthood.
 - May 2026- November 2026 Phase 4: Community Activity Space. We plan to open the back one-third of the building as a community space for children and families who are not able to access other community resources due to specific disabilities. This will involve major renovations to install an HVAC system into this area and add in an indoor playground, rock wall, and bike path space for children learning to use various mobility equipment.

- Student training has been going very well
 - Have had a total of 3 Level II students in 2025, 1 Level I student
 - Have 2 planned students for 2026 but not all universities have finished their placements
 - Many observation students PT/SLP/OT
 - Nursing site for UCC first years as a community partner
- Discuss community outreach
 - We have been offering groups, Social Emotional Kindergarten Readiness, and Teen Social Skills
- Social Emotional Kindergarten Readiness Program
 - Focusing on 10 outcome areas for up to 8 children and their families
 - 10 goal areas: These skills include: being able to settle into a new group easily, cooperate with two or more peers, focus on a task for 10 minutes, follow 3 step directions, follow simple rules, and be able to take care of self such as toileting, handwashing, and opening own containers.
 - 4 weeks, 4 days per week for 4-5 year olds
 - Had 3 participants in first round, 6 signed up for next round and 3 that got evaluated but couldn't do the group or cancelled evaluations last minute
- Episodic sessions are going well. Still have 500+ patients on the waiting list.
- Might consider buying new building in next few years, depending on rates, price, etc.

New Business

- Transition to new building will be biggest change
- Onboarding new providers
- Review timeline for moving forward
- Other grant ideas?
- Project ideas and dreams?
- Set up meeting schedule and plan

Action Steps

- Emily: type and sign board meeting minutes
 - Email to Rebecca to post on Website
- Analisa: Reach out to SLP friend who just graduated from Pacific
- Stephanie:
- Rebecca:

Next meeting duties

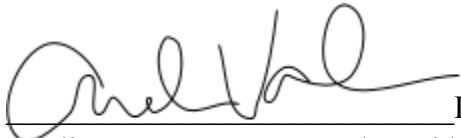
- Review quarterly financial report

Signatures:

Handwritten signature of Emily Lorang, COTA/L in cursive script.

Date: 7/15/25

Emily Lorang, Board Secretary

Handwritten signature of Analisa VanOostrum in cursive script.

Date: 7/15/2025

Analisa VanOostrum, Board President