



## Explore Engage Enjoy Board Meeting Minutes

Date: 11/18/2025

Time: 7:00 pm

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

Rebecca, Analisa, and Stephanie were present and fulfilled requirements for a quorum.

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

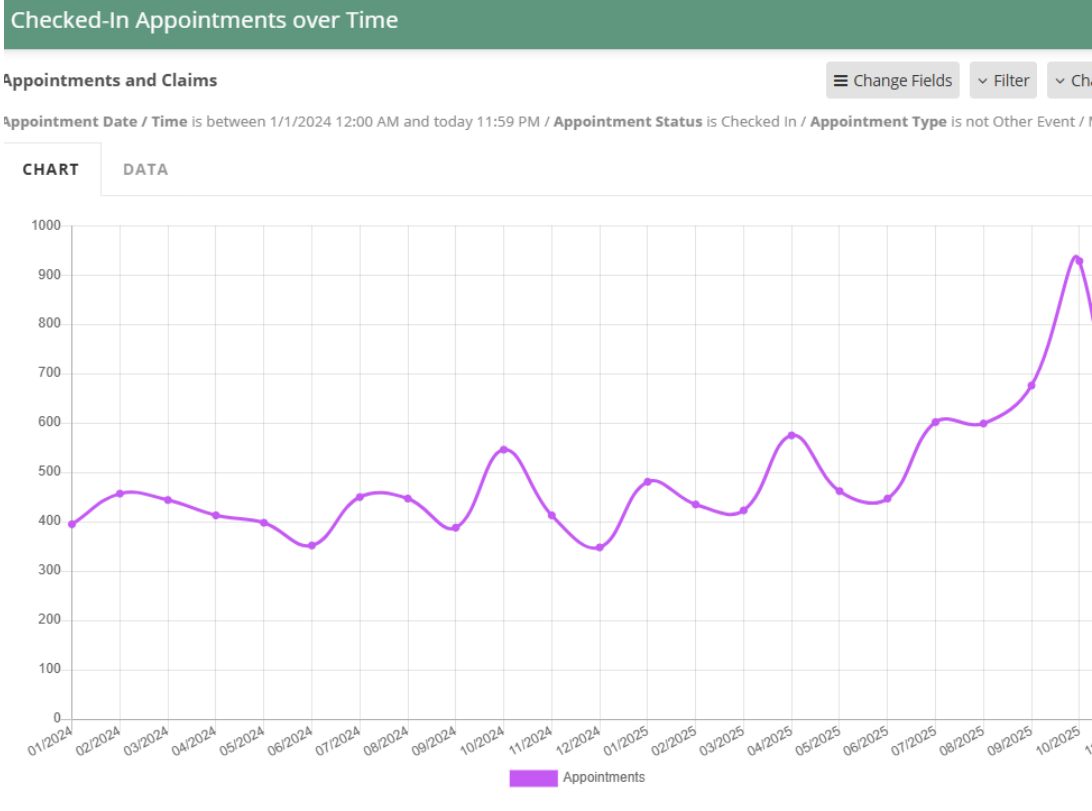
### Secretary's Report

- Reviewed minutes from last meeting
  - Motion to Approve: Analisa
  - Second: Stephanie
  - All in favor, motion passes

### Executive Director's Report

- 2024 taxes with Form 990 and CT-12 filed for an extension and were submitted on November 17, 2025. We haven't received the final reports back yet from the IRS.
- 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%
  - *July:* 450, 71.77%                      602, 71.41%
  - *August:* 447, 67.32%                      599, 72.87%
  - *September:* 388, 62.99%                      676, 71.84%
  - *October:* 546, 72.90%                      928, 71.94%

- November: 413, 64.03%
- December: 348, 65.78%
- Total: 5,051, 65.70%                      5,628, 69.97% (As of 10/31/25)
- Rebecca noted improvement in overall attendance and productivity comparing 2024 to 2025. May show links to changing to therapeutic break style with 9 months of therapy and required 3 month breaks to increase outcomes.
- Chart below demonstrates ebb and flow of therapy appointments with consistent rise in appointments provided since hiring new providers.



- Budget reports:
  - Profits and loss sheet shared from QuickBooks
  - Current bank balance (as of 11/5/2025) of:
    - Checking: \$19,987.53
    - Savings: \$50,004.65
  - Debts:
    - Credit card (0% interest until 2/1/2026): \$18,169.66
    - Short term loan (John P. at 4%): \$3,473.99
    - Short term loan (Rebecca M. - American Express 7.99%): \$14,944.57
    - Short term loan (Gary and Laurie Polansky at 3%): \$60,447.15 (taken out to pay off higher interest loan and ensure funds available for renovation)

- Long term loan (CCD at 9%): Paid off
  - Total: \$97,035.37
- Grants for 2025
  - CHI Mercy approved for \$30,500
  - Douglas SOC approved for \$30,993 for Kindergarten Readiness
  - Douglas SOC approved for \$13,813 for recruiting therapists
  - Waiting grants for upcoming renovation project
    - Ford Family Foundation approved \$10,000
    - OCF Pending- should find out mid-November
    - Josh Bidwell Foundation approved for 3 large pieces of equipment but will connect with the contractor to get this invoiced
- New hires to report
  - Donna Morhain: SLPA has expressed interest in starting work again full time in January 2026 after the remodel but nothing finalized yet
  - Wendy-jo Davidson, SLP full time since 9/1/2025
  - Sadie Cheng, SLP, (applied for an H1B work visa) and is now full time
  - Jeremy Zibull, COTA started 9/16/2025
    - Will be reducing hours to 2 days per week starting in January due to wanting to split time at the hospital working with adults
  - Amber Floodeen, part time 5.5 hours per week started 9/11/2025
  - Still no PT hires
  - Additional interviews: Gabby, COTA interested possibly part time
- New building 2405 NE Diamond Lake Blvd Suite 75
  - Current lease was able to be extended to December 31, 2025
  - Paying rent at new site at \$6,427 a month
  - Trying to get in and working fully at new location by January 5, 2026.
  - Approved for city and county building permits!
  - Construction started on 11/6/2025
  - Jake Dorsey construction for putting in walls and expanding bathroom
    - Board reviewed floor plans as well as external signage
    - Stephanie recommended completing promotional footage of new space once complete, E3 will do so with Burt Marketing Group
- Applied for 2 grants from Ford Family (approved for \$10,000!) and Oregon Community Fund for renovations (pending for mid-November)
  - Grants for the Ben Serafin Fund and Lilja Family Fund have been declined
- Steering committee of parents guided the phases of the renovations
  - 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 under prepared 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 that 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 OT students for 2026, 1 planned SLP student 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
  - Rebecca to attend the Lebanon Western Oregon PT program job fair on December 5 for students graduating in May 2026
  - Will be a part of the UCC Healthcare Professions day on December 11 for highschool students, hosting informational sessions throughout the day
- Social Emotional Kindergarten Readiness Program
  - Gathering 3 month data as these children have started Kindergarten
  - Finalizing grant reports for the support we received for this program

## 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

- Rebecca: type and send board meeting minutes
  - Email to Rebecca to post on Website
- Analisa: Sign meeting minutes
- Stephanie: Inquire at Glide School for SLP needs if there is a contract we could assist with
- Rebecca: Meeting minutes posted on website

#### Next meeting duties

- Review quarterly financial report
- Within 6 months re-visit Board Approved Compensation Schedule

*Stephanie Gilbreath*

2025-11-18

Stephanie Gilbreath, Treasurer

*Analisa VanOostrum*

2025-11-19

Analisa VanOostrum, President

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
**QENQ6-PXJBH-4VIGS-EIYYW**

DOCUMENT COMPLETED BY ALL PARTIES ON  
**19 NOV 2025 19:41:15**  
UTC

## SIGNER

**STEPHANIE GILBREATH**

EMAIL  
**STEPH.GILBREATH@GMAIL.COM**

## TIMESTAMP

SENT  
**19 NOV 2025 04:47:20**

VIEWED  
**19 NOV 2025 05:05:43**

SIGNED  
**19 NOV 2025 05:06:08**

## SIGNATURE

*Stephanie Gilbreath*

IP ADDRESS  
**100.42.167.135**

LOCATION  
**GLIDE, UNITED STATES**

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
**19 NOV 2025 05:05:43**

**ANALISA VANOOSTRUM**

EMAIL  
**AVANOOSTRUM11@GEORGEFOX.EDU**

SENT  
**19 NOV 2025 04:47:20**

VIEWED  
**19 NOV 2025 19:40:50**

SIGNED  
**19 NOV 2025 19:41:15**

*Analisa VanOstrum*

IP ADDRESS  
**76.115.132.90**

LOCATION  
**NEWBERG, UNITED STATES**

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
**19 NOV 2025 19:40:50**

