



Explore Engage Enjoy Board Meeting Agenda

Date: 07/27/2026

Time: 7:00 pm

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

Full board was present and fulfilled requirements for a quorum.

Overview: Explore Engage Enjoy's first board meeting of 2026.

Secretary's Report

- Review minutes from last meeting
 - Motion to Approve: Emily motions to approve
 - Second: Rebecca seconds

Executive Director's Report

- 2025 taxes with Form 990 and CT-12 filed for an extension so will be completed by October 15, 2026. We haven't received the final reports back yet.

Clinic Productivity reports, total visits and percent present 2024 and 2025 and 2026

● January: 395, 60.32%	481, 72.72%	372, 42.34%
● February: 457, 61.80%	432, 67.46%	834, 67.88%
● March: 444, 67.47%	423, 66.86%	957, 70.32%
● April: 413, 64.86%	575, 73.98%	1,041, 73.87%
● May: 398, 71.55%	462, 70.74%	988, 72.78%
● June: 352, 65.91%	447, 66.93%	939, 69.52%
● 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%* *754, 70.03%*
- *December: 348, 65.78%* *540, 62.62%*

Total: 5,051, 65.70% *6,924, 71.49%* *5,133, 67.55% (as of 6/30/26)*

January was low because of move and delays due to final inspections. Didn't open new place until Jan. 22nd. Productivity has been steady in the 70s.

- Budget reports:
 - Profits and loss sheet shared from QuickBooks
 - Current bank balance (as of 7/6/2026) of:
 - Checking: \$44,130.54
 - Savings: \$60,007.83
 - Debts:
 - Short term loan (Mary H. at 5%): \$12,682.16
 - Short term loan (Rebecca M. - American Express 7.99%): \$23,000.00
 - Short term loan (Rebecca M. - Discover 7.99%): \$19,050.34
 - Short term loan (Rebecca M. - Best Egg 8.69%): \$7,484.43
 - Short term loan (Rebecca M. - Rogue 12.75%): \$17,389.07
 - Short term loan (Gary and Laurie Polansky at 3%): \$33,916.83
 - Total: \$97,035.37 **\$97,850**
 - Grants for 2025/2026
 - JTMF Foundation approved for \$25,000
 - Ford Family Foundation approved \$10,000
 - OCF approved \$37,700
 - Douglas Community Fund of Oregon approved \$17,000
 - Josh Bidwell Foundation approved \$6,200
 - Waiting grants for upcoming bike camp equipment
 - UHA approved but pending signatures
 - **Should be completed in the next couple of months**
 - **Anticipate cycling through grants; some renew every time we've applied, some rotate every other or 3 years.**
 - **Anticipate budgeting \$10,00-\$20,000/per year average**
- Staffing Changes
 - Donna Morhain: SLPA has expressed interest in summer work in July/August
 - Gabrielle Laney, COTA moved with last day June 18, 2026
 - Amber Floodeen, SLP moved with last day June 11, 2026

- Have had 2 PT interviews, both are pending passing their boards to make a decision
 - 1 has decided to move back to California; 1 is still interested and wants to know more about mentorship. Still needs to pass boards.
 - Analisa offered to provide mentorship weekly, likely on Thursdays for the first month. Focus on guidance with unique diagnoses.
- Current staff: 1 Admin Manager, 2 OTR (1 part time, 1 full time), 4 COTA (3 part time, 1 full time), 4 SLP (1 part time, 3 full time)
- New building 2405 NE Diamond Lake Blvd Suite 75
 - Paying rent at new site at \$6,667.20 a month
 - Opened at new location by January 20, 2026.
 - Finally completed!
 - Construction started on 11/6/2025
 - Plenty of space for all practitioners and pts
- Steering committee of parents guided the phases of the renovations (pulled from some grant applications)
 - Next Phase: 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.
 - Engineer still needs to finalize plans, has been hard to get a hold of
 - One grant needs space to be done by January 2027
 - Final Phase: 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
 - 2 Level II OT students for fall 2026, 2 SLP students (one spring and one fall)
 - 1 Experiential Learning kinesiology student for OSU
 - 1st Capstone OTD student planned for May 2027
 - Interested in doing capstone focused on caregiver or sibling needs
 - 2 COTA students January 2027
 - Many observation students PT/SLP/OT

- Nursing site for UCC first years as a community partner
- Discuss community outreach
 - Rebecca attended the Lebanon Western Oregon PT program job fair on December 5 for students graduating in May 2026 and the Linn Benton Program fair March 30, 2026 for students graduating in June 2026. A few interviews but no hires yet.
 - Was a part of the UCC Healthcare Professions day on December 11 for high school students, hosting informational sessions throughout the day. This led to 2 observation students.

New Business

- Discuss salaries and wages, possible increase
 - Has completed a 2-5% raise for long-term employees, nothing for new employees. Last approved in 2023.
 - Stephanie to update compensation schedule board approval sheet.
- Reimbursements are going well, consistent with UHA
 - SLP reimbursement codes will change in January; will be a major overhaul. Keeping an eye on it, planning to keep 30-minute sessions for now.
- Other grant ideas?
- Project ideas and dreams?
 - Analisa: Look into equipment to loan out/equipment library while families are waiting (currently has at OHSU). Ex: walkers, standers, bikes, etc.
- Set up meeting schedule and plan
 - Rebecca will send out an email closer to November for next meeting
- Director left meeting, board unanimously approved salary increase as one hasn't occurred since 2023. Treasurer will look into cost of living increases and other factors, and provide report for other board members before Friday, July 31st to make final approval of the increase amount.

Action Steps

- Emily: type and sign board meeting minutes
 - Email to Rebecca to post on Website
- Analisa:
- Stephanie: Update compensation schedule by July 31st
- Rebecca:

Next meeting duties

- Review quarterly financial report

Signatures:

A handwritten signature in cursive script, reading "Emily Lorang". The signature is written in black ink and is positioned above a horizontal line.

Date: 7/27/26

Emily Lorang, Board Secretary

A handwritten signature in cursive script, reading "Analisa VanOostrum". The signature is written in black ink and is positioned above a horizontal line.

Date: 7/29/26

Analisa VanOostrum, Board President