

Stacel, Lori

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Monday, July 19, 2021 9:44 AM
To: Joshua D. Green;healyjackson@gmail.com;Iseli, Madeline;Jeremy Newport;Judy Cook;Klopsch, Norbert S.;Kyle Ramey;LAD;Roger Crum;sdorf1@udayton.edu;Turben, D
Subject: FW: Learn how to apply for a SHARP Grant

Regarding the ARPA Humanities grants, there are a couple of webinars about the grant process happening this week. If anyone has time and interest in pursuing this, please let me know and go ahead and register. I'm going to try to do the one tomorrow.

Kristi

From: Rep41@ohiohouse.gov [mailto:Rep41@ohiohouse.gov]
Sent: Friday, July 16, 2021 9:29 PM
To: Kristi Hale <hale@wrightlibrary.org>
Subject: Fwd: Learn how to apply for a SHARP Grant

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

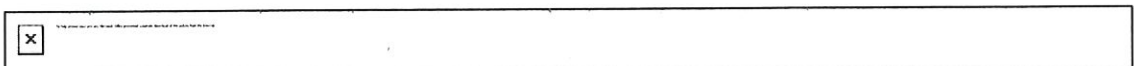
FYI

Sent from my iPhone

Begin forwarded message:

From: Ohio Humanities <grants@ohiohumanities.org>
Date: July 16, 2021 at 5:51:30 PM EDT
To: Rep41 <Rep41@ohiohouse.gov>
Subject: Learn how to apply for a SHARP Grant
Reply-To: Ohio Humanities <grants@ohiohumanities.org>

[View this email in your browser](#)



Apply for a Sustaining the Humanities through the American Rescue Plan (SHARP) Grant

Ohio Humanities staff will also host a series of informational webinars next week to assist organizations in applying for a Sustaining the Humanities through the American Rescue Plan (SHARP) Grant:

Ohio Humanities SHARP Grant Webinars:

Tuesday, July 20 at 12:00pm

Thursday, July 22 at 3:00pm

[Click here to register](#)

Ohio Humanities SHARP Grants will provide emergency relief for Ohio nonprofits with a humanities mission that have been affected by the COVID-19 pandemic and the resulting economic crisis.

Eligible projects may include humanities programming, general operating costs, strategic planning and pandemic recovery efforts, and digital or accessible program development.

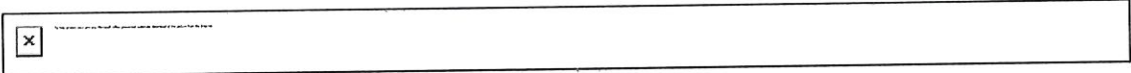
To be eligible for an Ohio Humanities SHARP grant, applicants must be not-for-profit organizations with a public humanities mission located in the state of Ohio that have experienced financial hardship because

of the COVID-19 pandemic.

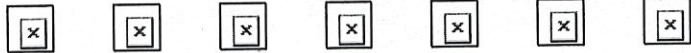
SHARP I Grant applications are due on Monday, August 2.

Additional deadlines will be announced pending the availability of funds. To learn more about the SHARP grant program guidelines, and for more information about Ohio Humanities' grant opportunities, please visit our website. For assistance navigating the application process, please contact us.

Click here to learn more about SHARP Grants



Learn more about Ohio Humanities

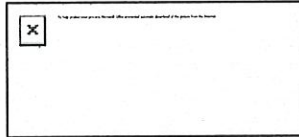


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Stacel, Lori

From: Turben, D <dan.turben@parknationalbank.com>
Sent: Monday, July 19, 2021 10:02 AM
To: Kristi Hale; Joshua D. Green; healyjackson@gmail.com; Iseli, Madeline; Jeremy Newport; Judy Cook; Klopsch, Norbert S.; Kyle Ramey; LAD; Roger Crum; sdorf1@udayton.edu
Subject: RE: Learn how to apply for a SHARP Grant

Kristi:

On my calendar for tomorrow but unable to access the date page.

Dan

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Monday, July 19, 2021 9:44 AM
To: Joshua D. Green <joshua@the-green-family.org>; healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rcrum1@udayton.edu>; sdorf1@udayton.edu; Turben, D <dan.turben@parknationalbank.com>
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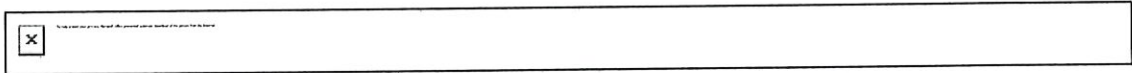
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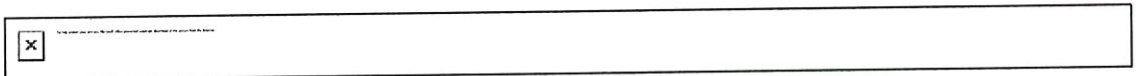
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[Click here to learn more about SHARP Grants](#)



[Learn more about Ohio Humanities](#)



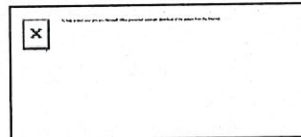
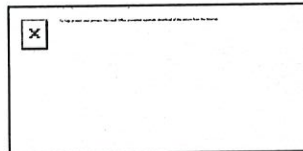
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Stacel, Lori

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Wednesday, July 21, 2021 10:02 AM
To: LAD; Kyle Ramey; Klopsch, Norbert S.; Judy Cook; Collins, Carol D.; Samuel Dorf
Cc: Greg Goetz OHS; Laura Connor
Subject: RE: Reminder: OIC food truck event — meeting today at 4:30

So glad for the update. I definitely had this on my Thursday calendar.

From: LAD [mailto:ladfulford@gmail.com]
Sent: Wednesday, July 21, 2021 9:22 AM
To: Kristi Hale <hale@wrightlibrary.org>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; Norbert S. Klopsch <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>; Carol D. Collins <collins@oakwood.oh.us>; Samuel Dorf <samuel.dorf@gmail.com>
Cc: Greg Goetz OHS <goetz.greg@oakwoodschoools.org>; Laura Connor <connor.laura@oakwoodschoools.org>
Subject: Reminder: OIC food truck event — meeting today at 4:30

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi all

Just a reminder (and clarification) that we are meeting at Lane Stadium at 4:30 pm today (Wed 7/21) to talk about the food truck event. I had the right day and wrong date in original email.

Thx for your support of this event and patience with me!

:) LA

Leigh Ann Fulford

*There is always light,
if only we're brave enough to see it.
If only we're brave enough to be it.
—Amanda Gorman*

Begin forwarded message:

From: LAD <ladfulford@gmail.com>
Date: July 19, 2021 at 1:39:13 PM EDT
To: Kristi Hale <hale@wrightlibrary.org>, Samuel Dorf <samuel.dorf@gmail.com>, "Norbert S. Klopsch" <klopsch@oakwood.oh.us>, Kyle Ramey <ramey.kyle@oakwoodschoools.org>, Sandi Branham <branham.sandi@oakwoodschoools.org>
Cc: Laura Connor <connor.laura@oakwoodschoools.org>, Greg Goetz OHS <goetz.greg@oakwoodschoools.org>
Subject: OIC food truck event

Kristi, Norb, and Kyle,

On Friday, Sam and I had a wonderful meeting with Tae Winston who organizes food truck events around Dayton. She is eager to help us and will waive her fee to help us. She is an

exceptionally kind and generous person to say the least! I am so grateful to have her on board—I am not an experienced food event organizer.

After review of three proposed sites in Oakwood, Tae believes that Lane Stadium will be best location. Sam, Tae, and I are meeting at Lane on Wednesday July 22 at 4:30 pm to look at the parking area and get an idea for placement of trucks and needs for the event. Would you all be available to meet with us then?

Also I have talked with Kyle and Sandi, and Kyle requests that we schedule when there aren't games or practices. I talked with Greg Goetz today (Laura Connor is on vacation until next week), and Sundays appear to be the best option. Perhaps a 3-7pm event would work on the last Sunday in August?

Greg can't join us on Wednesday but he shared his ideas and concerns re our use of Lane that I will bring to our meeting.

If you think anyone else should be included in this initial meeting, please let me know.

My best,
Leigh Ann

Leigh Ann Fulford

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If only we're brave enough to be it.
—Amanda Gorman*

Stacel, Lori

From: Samuel N Dorf <samuel.dorf@gmail.com> on behalf of Samuel Dorf <sdorf1@udayton.edu>
Sent: Friday, July 23, 2021 7:48 AM
To: LAD
Cc: Kristi Hale;Klopsch, Norbert S.;Kyle Ramey;Judy Cook;Madeline Iseli;sdorf1@udayton.edu;Roger Crum;healyjackson@gmail.com;Jeremy Newport;D Turben;Joshua D. Green;Daniel H Turben
Subject: Re: Record number of new business filings in Ohio

Tae is pretty awesome!

S

Sent from my iPhone

On Jul 23, 2021, at 7:14 AM, LAD <ladfulford@gmail.com> wrote:

This article features Tae Winston who is going to help us with the food truck event! :)
Several of us are meeting her at Lane Stadium next Wednesday to hash out details.
Happy Friday, everyone!
Leigh Ann

<https://www.daytondailynews.com/business/new-business-filings-in-ohio-keep-breaking-records/KGEJQDBARRB4VEFNFGSZU5PAFQ/>

Leigh Ann Fulford

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Stacel, Lori

From: Turben, D <dan.turben@parknationalbank.com>
Sent: Friday, July 23, 2021 9:11 AM
To: LAD;Kristi Hale;Klopsch, Norbert S.;Kyle Ramey;Judy Cook;Madeline Iseli;sdorf1@udayton.edu;Roger Crum;healyjackson@gmail.com;Jeremy Newport;Joshua D. Green;Daniel H Turben;samuel.dorf@gmail.com
Subject: RE: Record number of new business filings in Ohio

Thanks Leigh Ann; great partner for the OIC.

Dan

From: LAD <ladfulford@gmail.com>
Sent: Friday, July 23, 2021 7:15 AM
To: Kristi Hale <hale@wrightlibrary.org>; Norbert S. Klopsch <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; Judy Cook <judygcook@woh.rr.com>; Madeline Iseli <Madeline.Iseli@sinclair.edu>; sdorf1@udayton.edu; Roger Crum <rcrum1@udayton.edu>; healyjackson@gmail.com; Jeremy Newport <newporjd@yahoo.com>; Turben, D <dan.turben@parknationalbank.com>; Joshua D. Green <joshua@the-green-family.org>; Daniel H Turben <d.turben@icloud.com>; samuel.dorf@gmail.com
Subject: Record number of new business filings in Ohio

Security Checkpoint: External Email

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From: LAD <ladfulford@gmail.com>
Sent: Friday, July 23, 2021 10:23 AM
To: Turben, D
Cc: Kristi Hale;Klopsch, Norbert S.;Kyle Ramey;Judy Cook;Madeline Iseli;s Dorf1@udayton.edu;Roger Crum;healyjackson@gmail.com;Jeremy Newport;Joshua D. Green;Daniel H Turben;samuel.dorf@gmail.com
Subject: Re: Record number of new business filings in Ohio

She really will be! Such a dynamic young woman. Eager to work for her. Awesome is an understatement when describing her

Leigh Ann Fulford

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—Amanda Gorman*

On Jul 23, 2021, at 9:10 AM, Turben, D <dan.turben@parknationalbank.com> wrote:

Thanks Leigh Ann; great partner for the OIC.

Dan

From: LAD <ladfulford@gmail.com>
Sent: Friday, July 23, 2021 7:15 AM
To: Kristi Hale <hale@wrightlibrary.org>; Norbert S. Klopsch <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; Judy Cook <judygcook@woh.rr.com>; Madeline Iseli <Madeline.Iseli@sinclair.edu>; s Dorf1@udayton.edu; Roger Crum <rcrum1@udayton.edu>; healyjackson@gmail.com; Jeremy Newport <newporjd@yahoo.com>; Turben, D <dan.turben@parknationalbank.com>; Joshua D. Green <joshua@the-green-family.org>; Daniel H Turben <d.turben@icloud.com>; samuel.dorf@gmail.com
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Leigh Ann Fulford

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If only we're brave enough to be it.
—Amanda Gorman*

Stacel, Lori

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Monday, March 1, 2021 9:01 AM
To: healyjackson@gmail.com;Iseli, Madeline;Jeremy Newport;Judy Cook;Klopsch, Norbert S.;Kyle Ramey;LAD;Roger Crum;sdorf1@udayton.edu;Turben, D
Subject: RE: OIC Leadership Team meeting
Attachments: OICLeadership Team Meeting -- Mar 2021 Agenda DRAFT 3.docx

Dan and rest of OIC team,

Since Dan needed the meeting link, I thought I'd just resend to all:
Kristi Hale is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84570205132?pwd=SmNvTmpETFhaYnV3R0QvZmNOWUd1QT09>

Meeting ID: 845 7020 5132

Passcode: 323175

One tap mobile

+19292056099,,84570205132#,,,,*323175# US (New York)

+13017158592,,84570205132#,,,,*323175# US (Washington DC)

Agenda attached. I am not going to be able to be there, but Judy and Norb have agreed to run the meeting.
My apologies,

Kristi

From: Turben, D [mailto:dan.turben@parknationalbank.com]
Sent: Monday, March 1, 2021 8:54 AM
To: Kristi Hale <hale@wrightlibrary.org>
Subject: RE: OIC Leadership Team meeting

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I have an OIC Leadership zoom meeting on my calendar for 4PM today . . . if yes, please send the link and agenda.

If no, when is our next meeting.

Hope all is well with you.

Thanks,

Dan

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Monday, February 15, 2021 1:39 PM

To: Turben, D <dan.turben@parknationalbank.com>

Subject: RE: OIC Leadership Team meeting

Security Checkpoint: External Email

Dan,

You are correct that our mission is to education and inform, and to celebrate and welcome diversity. Can you tell me more about in what way are you seeing the group drift toward policy issues?

Kristi

From: Turben, D [<mailto:dan.turben@parknationalbank.com>]

Sent: Monday, February 15, 2021 12:54 PM

To: Kristi Hale <hale@wrightlibrary.org>

Subject: RE: OIC Leadership Team meeting

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- Perhaps reinforce our mission . . . we seem to be drifting toward policy issues when I believe our primary mission is to educate and inform.
- Community out-reach to the inter-city High Schools may be a welcomed step . . . there is clearly a need. I worked with Thurgood Marshal HS in the past and it was very rewarding.
- Previously discussed but we need through some survey mechanism to gauge the depth of the perception issue.
- It's possible . . . that we are attempting to fashion a solution to a problem that does not exist; or if it does exist it exists on a nominal level.

Dan

937-286-9336

From: Kristi Hale <hale@wrightlibrary.org>

Sent: Sunday, February 14, 2021 6:32 PM

To: healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>;

Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey

<ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rccrum1@udayton.edu>;

sdorf1@udayton.edu; Turben, D <dan.turben@parknationalbank.com>

Cc: Joshua D. Green <joshua@the-green-family.org>

Subject: OIC Leadership Team meeting

Security Checkpoint: External Email

OIC Leadership Team Meeting,

Our next OIC Leadership team meeting is scheduled for 3/1 at 4 p.m. You should have received a Zoom meeting link from me. Let me know if you did not receive it.

Also, please send me any agenda items you'd like to add.

Thank you,
Kristi

This message is confidential for the named recipient only. Dissemination, distribution or copying of this message and/or attachments is strictly prohibited. Notify sender and delete this message if you are the improper recipient.

OIC Leadership Team Meeting
March 1, 2021
4 P.M. (Virtual)

- Call to Order
- Approval of Meeting Minutes
- Committee Reports
 - Membership Committee (Healy)
 - Healy update
 - What it means to “build a diverse membership”
 - Programs and Events Committee (Leigh Ann)
 - Current Issues Committee (Madeline)
 - Madeline update
 - Avoiding national politics
- Old Business
 - Incorporation/501(c)(3)/Bank Account
 - EIN number issued
 - 501(c)(3) application submitted
 - Financial policies
 - Check writing authority
 - Protocols for expenditures
 - Designing OIC Logo/Branding Campaign
- New Business
 - Communications Strategy and Communications Committee
- April 28 Meeting Planning
- Leadership Team Reports
 - Chair/Vice Chair (Kristi/Judy)
 - Treasurer (Jeremy)
 - Secretary (Sam)
 - City Liaison (Norb)
 - School Liaison (Kyle)
 - At Large Member (Dan)
 - At Large Member (Roger)
- Leadership Team Meeting Schedule

- Adjourn

Stacel, Lori

From: Jeremy Newport <newporjd@yahoo.com>
Sent: Monday, March 1, 2021 10:15 AM
To: Kristi Hale
Cc: healyjackson@gmail.com;Iseli, Madeline;Judy Cook;Klopsch, Norbert S.;Kyle Ramey;LAD;Roger Crum;sdorf1@udayton.edu;Turben, D;Joshua D. Green
Subject: Re: OIC Leadership Team meeting

Hello Kristi,

Just wanted to let you know that I will be running late for this meeting and will more than likely not be able to join until 4:30 or 4:45, if at all. My daughter has a double ear infection and her Grandma is coming to stay with us to take care of her, so I need to pick her up at 4 today.

Obviously next step for the bank account has been emailed to all of us for consideration from LCNB early in February. I think in terms of account access we need to limit to 2-3 individuals max. I would like a separate person for deposits and check writing. Ideally only 1-2 individuals would have check writing authority but if the group insists on more, we just need to have some sort of review procedure to review checks issued on a monthly/quarterly basis.

Kind regards,
Jeremy Newport

Sent from my iPhone

On Feb 14, 2021, at 6:31 PM, Kristi Hale <hale@wrightlibrary.org> wrote:

OIC Leadership Team Meeting,

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Sent: Monday, March 1, 2021 5:30 PM
To: healyjackson@gmail.com;Iseli, Madeline;Jeremy Newport;Judy Cook;Klopsch, Norbert S.;Kyle Ramey;LAD;Roger Crum;sdorf1@udayton.edu;Turben, D;Kristi Hale;Joshua D. Green
Subject: Minutes from March OIC Meeting
Attachments: OICLeadership Team Meeting -- Mar 2021 MINUTES.docx

Hi All,

First condolences to Kristi. You and your family are in our thoughts.

Minutes are attached.

Best,
Sam

Minutes
Oakwood Inclusion Coalition (OIC) Leadership Team Meeting
March 1, 2021
4:00 pm
Zoom meeting

Present: Judy Cook (chair), Sam Dorf, Healy Jackson, Leigh Ann Fulford, Madeline Iseli, Roger Crum, Dan Turben, Norbert Klopsch, Kyle Ramey

Excused: Kristi Hale, Jeremy Newport

Guests: Joshua Green, Brian Potts

- Meeting Minutes Approved will be posted to OIC Website.
- Committee Reports
 - Membership Committee (Jackson)
 - Healy update - Had subcommittee meeting with a student representative, Genevieve Uhlman, from the High School.
 - Dorf and Jackson drafted a communication plan as a strategy to help build membership within and outside of Oakwood.
 - What it means to “build a diverse membership.” Cook suggested building connections with other local organizations and asking them to extend invitations to our meetings as well (i.e. Oakwood Historical Society).
 - Programs and Events Committee (Fulford)
 - Fulford introduced the “Diversity 101” series. Interest is already high. First cohort will be in March with a second opportunity may be over the summer. A press release is going out to promote it.
 - Fulford noted that the committee has not met yet. She suggested that a first event could be a book club reading of Isabel Wilkerson’s *Caste*.
 - Fulford also has a list of resources that she would like to share on our website. Crum suggested we ensure our resource list is balanced and rolled out slowly. Jackson noted that the proposed communication plan has protocols for this.
 - Plan to do a program on redlining in Fall 2021.
 - Current Issues Committee (Iseli)
 - Iseli reported that the Current Issues Committee had a meeting on 8 February. Iseli was concerned that the range of perceptions within the city concerning the need for change are far apart. There was discussion of commissioning a survey of perceptions within the city (using Burgess and Burgess Strategies) interviewing community thought leaders. Iseli is worried that there are people on both sides of the ideological spectrum and that there is not enough shared experience to build community and trust. Iseli believes it is important to establish the baseline of the community. Cook also noted that we may need a survey of perceptions outside the city as well. Iseli noted that Kettering had completed a similar survey, but Iseli has not

seen results yet. Crum noted that if we are very transparent in who we are and why we care about our perception will benefit the community.

- **ACTION ITEM:** Iseli will follow up with Kettering about their survey.
- **ACTION ITEM:** Iseli will share the survey proposal with OIC and City leadership.
- Avoiding national politics. Klopsch reminded us to keep national political debates out of committee meetings and communications. Crum suggested that it is important to strike a balance.

- **Old Business**

- Incorporation/501(c)(3)/Bank Account
 - EIN number issued: No updates.
 - 501(c)(3) application submitted: No updates.
- Financial policies
 - Check writing authority: No updates.
 - Protocols for expenditures: No updates.
- Designing OIC Logo/Branding Campaign
 - Crum updated student teams have begun logo design and branding campaign proposals. Teams will present initial design work to a subgroup of OIC on 17 March and then take feedback to finalize work.

- **New Business**

- Communications Strategy and Communications Committee: Jackson suggested OIC
 - **ACTION ITEM:** Jackson and Dorf will make edits and send document to OIC for comments. OIC members should read carefully and send comments and suggestions to OIC before next leadership meeting.
- April 28 Meeting Planning:
 - Ensure that the topics are about education and dialogue
 - Suggestions:
 - **FORMAT:** presentation followed by small group discussions
 - **TOPICS:**
 - How to have difficult conversations
 - Braver Angels program (braverangels.org)
 - Interfaith women's organization
 - NCCJ
 - Diversity of faith within Oakwood
 - Documentary/Film screening (Dayton riots made by OHS students) followed by guided conversation and then small group discussion.
- Leadership Team Reports
 - Chair/Vice Chair (Kristi/Judy): none
 - Treasurer (Jeremy): none
 - Secretary (Sam): none

- City Liaison (Norb): none
- School Liaison (Kyle): District task force is working on a plan. DEI has been a focus and a priority.
- At Large Member (Dan): none
- At Large Member (Roger): none
- Leadership Team Meeting Schedule: not discussed
- Meeting Adjourned at 5:23pm

Respectfully submitted, Sam Dorf

Stacel, Lori

From: Turben, D <dan.turben@parknationalbank.com>
Sent: Tuesday, March 2, 2021 10:07 AM
To: Samuel N Dorf;healyjackson@gmail.com;Iseli, Madeline;Jeremy Newport;Judy Cook;Klopsch, Norbert S.;Kyle Ramey;LAD;Roger Crum;sdorf1@udayton.edu;Kristi Hale;Joshua D. Green
Subject: RE: Minutes from March OIC Meeting

Dear All;

Thoughts from yesterday's OIC Leadership Meeting: Our first community wide event was a success and a second event that mirrors that first event makes sense. A topical film prior to that event was suggested, using material from the Dayton riots in the early sixties and I would second that choice.

Future funding needs for the OIC were mentioned and my suggestion would be a capital campaign or fundraiser . . . the funds could be used for speakers or community outreach projects. We currently have \$3,500 +/- and a reasonable goal might be to increase that amount to \$20,000.

Our first event and similar events of that nature will serve to moderate the perception that Oakwood is unwelcoming but longer term community outreach may have more impact.

As has been mentioned . . . Oakwood is resource rich and has the resources to impact the broader community. Outreach to at risk inter-city youth is low cost with high impact. I have worked with Thurgood Marshall High School and the need is real.

We could partner with the NAACP and other minority groups to support and mentor at risk youth.

Roger and I are currently working with an African American gentlemen who has a start-up venture with which he requires assistance . . . low cost, high impact.

An annual Habitat for Humanity type project for a select West Dayton family or other at need family is another thought.

Dan

From: Samuel N Dorf <samuel.dorf@gmail.com>
Sent: Monday, March 1, 2021 5:30 PM
To: healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rccrum1@udayton.edu>; sdorf1@udayton.edu; Turben, D <dan.turben@parknationalbank.com>; Kristi Hale <hale@wrightlibrary.org>; Joshua D. Green <Joshua@the-green-family.org>
Subject: Minutes from March OIC Meeting

Security Checkpoint: External Email

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Hi All,

First condolences to Kristi. You and your family are in our thoughts.

Minutes are attached.

Best,
Sam

Stacel, Lori

From: Leigh Ann Fulford <ladfulford@gmail.com>
Sent: Tuesday, March 2, 2021 3:16 PM
To: Turben, D
Cc: Samuel N Dorf;healyjackson@gmail.com;Iseli, Madeline;Jeremy Newport;Judy Cook;Klopsch, Norbert S.;Kyle Ramey;Roger Crum;sdorf1@udayton.edu;Kristi Hale;Joshua D. Green
Subject: Re: Minutes from March OIC Meeting

Dan,
These are wonderful ideas and I hope that the OIC can quickly agree on what we can and cannot do. We have momentum right now and I hate for us to dawdle and lose a lot of energy. When this lockdown ends, people will be eager to get out and do stuff. I would like to have events in place ready to go. I am eagerly looking forward to receiving the communication document to start the process of figuring out our way forward.

Eager for our next meeting!

Thank you all for all you do!

Leigh Ann

PS Adriane at the NCCJ emailed and we have 18 registered as of this morning for the Diversity 101 series. I imagine the remaining two slots will be claimed soon. :)

On Tue, Mar 2, 2021 at 10:07 AM Turben, D <dan.turben@parknationalbank.com> wrote:

Dear All;

Thoughts from yesterday's OIC Leadership Meeting: Our first community wide event was a success and a second event that mirrors that first event makes sense. A topical film prior to that event was suggested, using material from the Dayton riots in the early sixties and I would second that choice.

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From: Samuel N Dorf <samuel.dorf@gmail.com>

Sent: Monday, March 1, 2021 5:30 PM

To: healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rcrum1@udayton.edu>; sdorf1@udayton.edu; Turben, D <dan.turben@parknationalbank.com>; Kristi Hale <hale@wrightlibrary.org>; Joshua D. Green <Joshua@the-green-family.org>

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Hi All,

First condolences to Kristi. You and your family are in our thoughts.

Minutes are attached.

Best,

Sam

--

Leigh Ann Fulford

*For there is always light,
if only we're brave enough to see it.
If only we're brave enough to be it.
--Amanda Gorman, "The Hill We Climb"*

Stacel, Lori

From: Healy Jackson <healyjackson@gmail.com>
Sent: Wednesday, March 3, 2021 11:22 AM
To: Samuel N Dorf; Roger Crum; Leigh Ann Fulford; Dan Turben; Madeline Iseli; Klopsch, Norbert S.; Jeremy Newport; Kristi Hale; Kyle Ramey; Judy Cook
Subject: Draft Communications Plan for OIC
Attachments: Communication Plan ProposalTeam Review.docx

Per the Action Item noted in the OIC March 1 2021 Minutes, I'm distributing the draft plan for OIC communications. Please share all comments with Healy and Sam. Additions/ Questions welcomed!

It's so encouraging to hear everyone's ideas and enthusiasm at the meetings. To quote Roger, "It's joyful."

Kristi, you and your family are much in our thoughts,

Healy

DRAFT

OAKWOOD INCLUSION COALITION COMMUNICATION PROTOCOL PLAN

This communication protocol plan for the Oakwood Inclusion Coalition (OIC)

- outlines the types of information to be communicated
- identifies the person(s) responsible for transmitting particular topics
- lists appropriate vehicles for information dissemination, and
- suggests the frequency of communication.

The communication plan's goal is to engage and build relationships with OIC members, garnering support for OIC objectives. All messaging will reflect the OIC's interest in attracting people into the Coalition who think independently and will contribute their thoughts in a manner that proposes to share rather than to persuade.

TYPES OF INFORMATION FOR COMMUNICATION

All information communicated should reflect the mission and purpose of the OIC. In general, it will inform Oakwood residents of activities that serve to promote education and engagement in matters of diversity, equity, and inclusion.

Specific types of information to be communicated include:

- Notice of OIC sponsored activities
- Minutes of Leadership Meetings
- Minutes of Committee Meetings
- Notice of non-sponsored OIC activities that are consistent with the OIC's desire to inform Oakwood citizens of opportunities to engage in events promoting inclusivity, equity, and diversity that non-political organizations sponsor

PROTOCOLS FOR COMMUNICATING

- All printed and electronic communications should be transmitted through the OIC President.
- The President may designate other members of the OIC Leadership Team to oversee specific messaging components.
- Consider whether a communications committee should be appointed.

- Members of the leadership team should be intentional about forwarding information each believes could be of interest to the community to the person/committee responsible for coordinating webpage content, especially content for Attachment A.

COMMUNICATION COMPONENTS

Webpage

- The oakwoodic.org webpage will serve as the OIC's leading platform for disseminating information; social media (Facebook & Instagram) will be used primarily to direct readers to our webpage. The webpage will also serve as a depository for information that might interest residents in their individual efforts to engage with organizations outside Oakwood's boundaries, which promote similar goals to the OIC.
- It is recommended that these additional pages be added to the webpage.
 - Short Bios of Leadership Team and OIC members that represent Oakwood Organizations and Churches
 - Stories about Oakwood's History that promote an interest in diversity (e.g., The story about Wright Memorial Public Library Board Member Max Kohnop in the Oakwood Historical Society Newsletter in Spring, 2019)
 - Educational Resources Relating to inclusion, equity, and diversity (A list of books and films for adults and children.)
 - Religious Institutions Located in Oakwood (A list of churches with contact information)
 - Women and Minority-Owned Business Operating in Oakwood (A list)
 - Additional Resources Embracing Diversity in the Greater Dayton Community (This would be a listing with general contact information. We would also seek to identify a resident of Oakwood who would agree to be listed as a liaison to each group listed. The listing would include groups centered on ethnic and cultural membership, gender identification, professional networking for minority groups, etc. (See Attachment A for a mocked up version of this proposed page)
 - High School Student Involvement (short monthly summary of any OIC related activity at the high school)
 - A networking list allowing a person to identify and join other Oakwood residents already involved in efforts that align with OIC's mission to study, promote, and celebrate an inclusive, equitable, diverse and welcoming environment and community? (This page would list the names/contact information of Oakwood Residents who are already volunteering in the community and are willing to "mentor" other Oakwood residents who might want to volunteer. (See Attachment B)
 - Articles that celebrate inclusion, equity, and diversity that engender general interest and involve Oakwood residents. (e.g. story about Dorf family's Passover observance)

It is also recommended that the City, Library, and School websites provide a direct link to the OIC webpage.

Print

- Distribute news releases and feature stories to the Oakwood Register and Dayton Daily News.
- Investigate “It’s Great in Dayton” as another news outlet.

Email and Text Message Communication with Membership

Such messaging will serve to remind members of upcoming events and to inform OIC members that new information is available on the OIC website.

Social Media (Facebook/Instagram)

(The role Facebook/Instagram postings should play TBD.)

FREQUENCY OF COMMUNICATION OBJECTIVES

- Text or email OIC members at least monthly. This monthly communication will provide notice of upcoming activity and direct members to go to the webpage for more detailed information.
- Send a text or email reminder notice 24 hours before all major OIC events.
- The President or the chair of a communications committee should track all printed and electronic communications and regularly report to the Leadership Team.

Attachment A

(A sample Page)

Embrace the Diversity Found in the Greater Dayton Community

February Program Announcements

Feb 2, 2021 @ 7:00 pm - Teens Building Solidarity for Change

Teens Building Solidarity for Change (TBSC) is an ongoing group to develop relationships and partnerships through commitment to each other.

This platform for students in grades 7-12 will focus on racial understanding, unity, and trust through authentic dialogue and service learning. This is a cooperative effort Meetings take place on the first and third Tuesdays from 7-8pm on Zoom. To join, complete the registration here.

Date

Tue, 02/16/2021 - 7:00pm

Tue, 03/02/2021 - 7:00pm

Tue, 03/16/2021 - 7:00pm

February 18, 2021 @ 7:00p.m. - Howard Blum, author of “Night of the Assassins: The Untold Story of Hitler’s plot to kill FDR, Churchill, and Stalin.” This book presentation is part of the Cultural Arts & Book Festival series sponsored by the Jewish Federation of Greater Dayton. See jewishdayton.org for more details and registration.

Date and Time TBD - Sneak Peek Tours of Gem City Market. Tour the construction site before the market’s opening day. It’s also not too late to become a member-owner. The OIC will coordinate these special tours for Oakwood residents. Contact _____ by 4:00 on **February 22**. For more information, visit <https://gemcitymarket.com/>

Sunday, **February 28th**, 2021 4pm-5:30pm

The Interfaith Forum of Greater Dayton will present the second of three “Interlocking programs.” Understanding Anti-Racism: On the Road to Creating a “More Just” Society
The zoom room will open at 3:40pm so that the program can begin promptly at 4:00pm. The Zoom link will be sent out shortly before the meeting with the reminder.

A special guest panel will explore Ibram X Kendi’s book “How to be an Anti-Racist.” Prior reading of this book is suggested but not required. Also suggested reading material is “This book is Anti-Racist” by Tiffany Jewel-both can be found on Amazon. For more information, please contact: InterfaithForumGreaterDayton@gmail.com

March 4, 2021 @ 6:30-8:00 pm - This program is a collaboration of women from Beth Abraham Synagogue, Beth Jacob Synagogue, Hadassah, Temple Beth Or, Temple Israel and The Jewish Community Center of Greater Dayton. Register through the InterfaithForumGreaterDayton@gmail.com by March 3. Questions? Contact ajdolph@jfgd.net.

Attachment B

(This page would serve a worthy purpose of encouraging people to get involved while also demonstrating that many Oakwood residents are already volunteering for organizations beyond Oakwood’s borders.

INCLUSION CONNECTIONS

Are you looking for ways to join other Oakwood residents involved in efforts that align with our mission to study, promote, and celebrate an inclusive, equitable, diverse and welcoming environment and community? (This page would list the names/contact information of Oakwood Residents who are already volunteering in the community and are willing to “mentor” other Oakwood residents who might want to volunteer

Montgomery County College Promise Program - Become a mentor for a high achieving, economically disadvantaged, first generation high school student who wants to go to college.

Contact: Joe Fulford, Oakwood address, email address

Website for organization

Gem City Market Owner-Member - Volunteer at the new Gem City Market

Contact: Sam Dorf, Oakwood address, email address

Website for organization

House of Bread - Help serve lunch or work in a clerical capacity.

Contact: Marie Iberico, Oakwood address, email address

Website for organization

Ignatian Spirituality Project - Facilitate the journey of women and men in addiction recovery who have experienced homelessness and desire to explore the spirituality of the God of their understanding.

Contact: Healy Jackson, Oakwood address, email address

Website for organization

Other Organizations. (We know there are many more)

Corner Cupboard Thrift Store -

St. Vincent's Shelter for Women and Children -

Catholic Social Services -

Oak Tree Corner

CASA

Artemis Center in Dayton

Stacel, Lori

From: Turben, D <dan.turben@parknationalbank.com>
Sent: Wednesday, March 3, 2021 11:41 AM
To: Healy Jackson; Samuel N Dorf; Roger Crum; Leigh Ann Fulford; Madeline Iseli; Klopsch, Norbert S.; Jeremy Newport; Kristi Hale; Kyle Ramey; Judy Cook
Subject: RE: Draft Communications Plan for OIC

Thanks Healy; well done . . . "page 4 below the legend Attachment B" speaks to current volunteering efforts. It might be helpful to have a full list of volunteering efforts emanating from Oakwood residents on the OIC website.

Dan

-----Original Message-----

From: Healy Jackson <healyjackson@gmail.com>
Sent: Wednesday, March 3, 2021 11:22 AM
To: Samuel N Dorf <sdorf1@udayton.edu>; Roger Crum <rcrum1@udayton.edu>; Leigh Ann Fulford <ladfulford@gmail.com>; Turben, D <dan.turben@parknationalbank.com>; Madeline Iseli <Madeline.Iseli@sinclair.edu>; Norbert Klopsch <Klopsch@oakwood.oh.us>; Jeremy Newport <newporjd@yahoo.com>; Kristi Hale <hale@wrightlibrary.org>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; Judy Cook <judygcook@woh.rr.com>
Subject: Draft Communications Plan for OIC

Security Checkpoint: External Email

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Per the Action Item noted in the OIC March 1 2021 Minutes, I'm distributing the draft plan for OIC communications. Please share all comments with Healy and Sam. Additions/ Questions welcomed!

It's so encouraging to hear everyone's ideas and enthusiasm at the meetings. To quote Roger, "It's joyful."

Kristi, you and your family are much in our thoughts,

Healy

Stacel, Lori

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 12:29 PM
To: Jeremy Newport;Newport, Jeremy
Cc: Klopsch, Norbert S.;Judy Cook
Subject: OIC Financial policies

Hi Jeremy,

Sorry you had to miss Monday's meeting. We want to get moving on the LCNB account setup, because we owe Josh some money. According to LCNB, we must have meeting minutes that name each signer and their power/positions. We also need to establish who has access to the account, and who can write checks. I suggest that the Chairperson, City Liaison, and Treasurer have access to the account, and that the Treasurer and City Liaison have check writing authority. Lastly, we should have a financial policy that describes thresholds and protocols for expenditures. I.E. All expenditures should be approved in advance by the leadership team, whether or not e-mail vote is valid, checks in excess of \$xxxx must have 2 signatures, etc. I don't really know what these protocols should be – just that we should outline and follow them.

Can you please write up some procedures that we can take to the Leadership team for approval? Let me know when you think you can have something together, so I can start looking for a date for the team to meet and approve.

Thanks, Jeremy.
Kristi



Kristi J. Hale *Director*
Wright Memorial Public Library

1776 Far Hills Avenue,
Oakwood, OH 45419-2531
Office phone: 937 250-6824 F 937 294-8578
hale@wrightlibrary.org | wrightlibrary.org

Stacel, Lori

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 1:11 PM
To: Klopsch, Norbert S.
Cc: Judy Cook
Subject: RE: OIC Meeting

Brian did record the meeting, but I have not had a chance to watch it. I'm hoping you can help out by giving me the high (and low, if any) points. I'm obviously a little behind on things this week.

From: Klopsch, Norbert S. [mailto:Klopsch@oakwood.oh.us]
Sent: Friday, March 5, 2021 9:43 AM
To: Kristi Hale <hale@wrightlibrary.org>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kristi,

So maybe we can have another Leadership Team meeting within the next couple weeks... just a short one to confirm the April meeting plan and approve the stuff for LCNB.

Was Brian able to record the March 1 Leadership Team meeting? If so, have you had time to watch it? I think the recommendation towards the end (by Sam Dorf) to use the April 28 meeting as a panel discussion with Oakwood clergy (maybe three or four of them) is spot on. We talked about how we need to be careful that we don't focus too much on race issues right out of the shoot. We can discuss this when we meet at 4 pm today.

I think your suggestion on check writing makes sense.

See you this afternoon.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Thursday, March 4, 2021 1:15 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

From LCNB:

We will need the following

- IRS paperwork showing the TIN#
- Meeting minutes naming each signer and power/ positions
- The attached form for all signers

So I don't think an e-mail vote is going to suffice on its own – we need meeting minutes.

I'll get on Jeremy to write the procedures. What positions should we include as access - Chair, City Liaison, and Treasurer? I like the idea of someone from a public entity to have account access, for continuity. Similarly for check signing – City Liaison and Treasurer? Two signatures required for all checks/some checks?

Kristi

From: Klopsch, Norbert S. [<mailto:Klopsch@oakwood.oh.us>]
Sent: Thursday, March 4, 2021 1:01 PM
To: Kristi Hale <hale@wrightlibrary.org>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

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That's correct. We needed Jeremy. Can we press him to move this along? I would ask him to draft a proposal based on his recommendations from the March 1 email...

Obviously next step for the bank account has been emailed to all of us for consideration from LCNB early in February. I think in terms of account access we need to limit to 2-3 individuals max. I would like a separate person for deposits and check writing. Ideally only 1-2 individuals would have check writing authority but if the group insists on more, we just need to have some sort of review procedure to review checks issued on a monthly/quarterly basis.

It seems to me that this can be addressed in a 1-page document... and then approved by email vote of the Leadership Team.

I think we owe Josh several hundred dollars.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Thursday, March 4, 2021 12:54 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

LCNB requires that we have financial policies approved by the leadership team that establish who can sign checks and the approval procedures for expenditures. I put these on the agenda, but based on the minutes, it looks like that wasn't discussed or put to a vote.

From: Klopsch, Norbert S. [<mailto:Klopsch@oakwood.oh.us>]
Sent: Thursday, March 4, 2021 11:32 AM
To: Kristi Hale <hale@wrightlibrary.org>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kristi,

Jeremy never made it into our Zoom meeting last Monday. I would like to reimburse Josh for his expenses as soon as possible. Do you know what is holding up establishing our bank account?

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Wednesday, March 3, 2021 5:09 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

Perfect – thanks NORb.

From: Klopsch, Norbert S. [<mailto:Klopsch@oakwood.oh.us>]
Sent: Wednesday, March 3, 2021 1:14 PM
To: Kristi Hale <hale@wrightlibrary.org>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

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Kristi,

I spoke to Judy. How about 4 pm Friday in the council chamber?

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Wednesday, March 3, 2021 12:53 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: OIC Meeting

Norb and Judy,

Thank you very much for carrying the Monday meeting. I've reviewed Sam's minutes, but I'd like to get an update from you two if possible. Do you have any time Friday afternoon that we could meet and discuss? Tomorrow is also possible.

Thanks,
Kristi



Kristi J. Hale *Director*
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Oakwood, OH 45419-2531
Office phone: 937 250-6824 F 937 294-8578
hale@wrightlibrary.org | wrightlibrary.org

Stacel, Lori

From: Newport, Jeremy <Jeremy.Newport@rsmus.com>
Sent: Friday, March 5, 2021 1:49 PM
To: Kristi Hale;Jeremy Newport
Cc: Klopsch, Norbert S.;Judy Cook
Subject: RE: OIC Financial policies

Formal Recommendation

OIC shall maintain an approved vendor listing. New vendors should be approved at OIC leadership meetings. All expenditures should be approved in advance by the leadership team. This expenditure may be approved during formal meetings or may be approved via email communication for expenditures arising between meetings. Upon receipt of vendor invoices, the Treasurer or City Liaison may execute a payment to the vendor. Payments in excess of \$1,000 must have 2 signatures. The Chairperson, City Liaison, and Treasurer shall have access to the bank account and related statements. The Chairperson shall have deposit privileges and the City Liaison/Treasurer shall be limited to check writing authority.

I am fine if you want to switch around who has check writing authority between Judy, Norb, and myself but I do think it is imperative that a check signor not have the authority to deposit funds as that would be a very basic segregation of duties.

Kind regards,

Jeremy Newport
Assurance Manager

RSM has created a [COVID-19 resource center](#) on our website to support you, including a weekly webcast series beginning Wednesday, March 18, to address business continuity planning, tax and regulatory guidance, industry impact, the overall economy and other emerging trends. We are also in touch with officials in Washington, D.C. and the states regarding tax relief. Please [sign up to receive our tax alerts](#) to get updates as they are available.

RSM US LLP
6 S. Patterson Blvd, Dayton, OH 45402

M: 937.408.0007 | E: Jeremy.Newport@rsmus.com | W: www.rsmus.com



THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING



From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 12:29 PM
To: Jeremy Newport <newporjd@yahoo.com>; Newport, Jeremy <Jeremy.Newport@rsmus.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: EXT: OIC Financial policies

Hi Jeremy,

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Can you please write up some procedures that we can take to the Leadership team for approval? Let me know when you think you can have something together, so I can start looking for a date for the team to meet and approve.

Thanks, Jeremy.
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Kristi J. Hale *Director*
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hale@wrightlibrary.org | wrightlibrary.org

Stacel, Lori

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 3:10 PM
To: Newport, Jeremy;Jeremy Newport
Cc: Klopsch, Norbert S.;Judy Cook
Subject: RE: OIC Financial policies

Jeremy,

Quick work! Do we need a backup for the deposits, other than the Chairperson?

Thanks,
Kristi

From: Newport, Jeremy [mailto:Jeremy.Newport@rsmus.com]
Sent: Friday, March 5, 2021 1:49 PM
To: Kristi Hale <hale@wrightlibrary.org>; Jeremy Newport <newporjd@yahoo.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
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Kind regards,

Jeremy Newport
Assurance Manager

RSM has created a [COVID-19 resource center](#) on our website to support you, including a weekly webcast series beginning Wednesday, March 18, to address business continuity planning, tax and regulatory guidance, industry impact, the overall economy and other emerging trends. We are also in touch with officials in Washington, D.C. and the states regarding tax relief. Please [sign up to receive our tax alerts](#) to get updates as they are available.

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From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 12:29 PM
To: Jeremy Newport <newporjd@yahoo.com>; Newport, Jeremy <Jeremy.Newport@rsmus.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: EXT: OIC Financial policies

Hi Jeremy,

Sorry you had to miss Monday's meeting. We want to get moving on the LCNB account setup, because we owe Josh some money. According to LCNB, we must have meeting minutes that name each signer and their power/positions. We also need to establish who has access to the account, and who can write checks. I suggest that the Chairperson, City Liaison, and Treasurer have access to the account, and that the Treasurer and City Liaison have check writing authority. Lastly, we should have a financial policy that describes thresholds and protocols for expenditures. I.E. All expenditures should be approved in advance by the leadership team, whether or not e-mail vote is valid, checks in excess of \$xxxx must have 2 signatures, etc. I don't really know what these protocols should be – just that we should outline and follow them.

Can you please write up some procedures that we can take to the Leadership team for approval? Let me know when you think you can have something together, so I can start looking for a date for the team to meet and approve.

Thanks, Jeremy.
Kristi



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