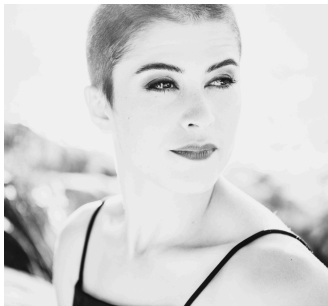
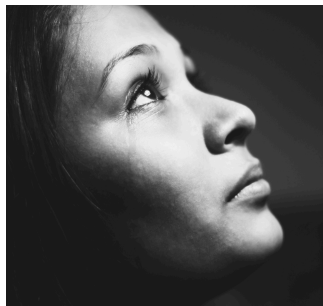




new board member ONBOARDING PACKET



HERE FOR
THE SCARS
**BREAST
CANCER**
LEAVES ON
**YOUR
HEART**



www.project31.com



Sarah McLean
Executive Director



Tracy Cothran
Board President

Dear Board Member,

Welcome to the Project31 board of directors! We are excited to have you join our team, and we look forward to moving the mission of Project31 forward with your help. Included in this packet, you will find information about our organization, board member roles/responsibilities, a calendar of upcoming meetings, events and more.

We meet quarterly as a board, as outlined in the calendar. Your attendance and participation is necessary for us to continue to grow and develop as an organization. Because we are a working board, we are thankful in advance for the time you will commit to support the mission of Project31. There may be special projects in addition to our regularly scheduled meetings, and we will draw on your strengths to help us complete projects, plan events, etc.

We have expanded and restructured to accommodate growth in our organization, and you will be an integral part of our plans and ultimate success moving forward. Please take the time to carefully review this onboarding packet, and do not hesitate to reach out with any additional questions. We look forward to working with you.

Blessings,

Sarah McLean & Tracy Cothran

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TIMELINE

2007

- OBTAINED EIN
- CREATED HANDBAGS OF HOPE (A.K.A. - HANDLES WITH CARE)
- HOSTED FIRST FUNDRAISING EVENT (LADIES TEA AT RASPBERRIES N' CRÈME)

2011

- HOSTED FIRST SUPPORT GROUP AT OKLAHOMA BREAST CARE CENTER
- OBTAINED 501C3 STATUS

2014

- LAUNCHED SUPPORT GROUP AT INTEGRIS
- HOSTED FIRST SURVIVOR LUNCH

2015

- ESTABLISHED BOARD OF DIRECTORS
- SARAH PAID AS FULL-TIME EMPLOYEE
- INAUGURAL PAINT THE TOWN PINK
- ESTABLISHED LEADERSHIP TEAM
- SARAH'S BOOK RELEASE ("PINK IS THE NEW BLACK")
- RAISED: \$155,780.77

2016

- LAUNCHED MERCY SUPPORT GROUP
- RAISED: \$184,551.56

2017

- LAUNCHED TULSA SUPPORT GROUP
- RAISED: \$175,793.13

2018

- LAUNCHED STILLWATER GROUP
- LAUNCHED PINK RIBBON ROLLERCOASTER PODCAST
- RAISED: \$335,240.86

2019

- LAUNCHED ENID GROUP
- RAISED: \$281,676.97

2020

- LAUNCHED ONLINE SUPPORT GROUPS
- RAISED: \$322,868.31

2021

- INAUGURAL SINK4PINK
- RAISED: \$290,309.26

2022

- HOSTED INAUGURAL EAT, DRINK & BE GIVING EVENT
- LAUNCHED YOUTUBE CHANNEL
- LAUNCHED STARING CANCER IN THE FAITH
- RAISED: \$317,613.90

2023

- LAUNCHED ARDMORE SUPPORT GROUP

BOARD OF DIRECTORS



Tracy Cothran
President

Tracy is the Chief Operating Officer for the OU Health-Cancer Division. She has 27 years of experience in the healthcare industry with a strong emphasis in improving access and early detection of cancer. Her current operational oversight includes preventative, screening and outreach to survivorship and palliative care. Tracy has dedicated her energies to ongoing research to find a cure for cancer and to improve the lives of all people. Outside of her professional career, she enjoys time with her family, which includes her husband and two daughters. Tracy has worked with Project31 for many years and is honored to have a small part in the positive impact the organization has on the women and families of our community.



Vicki Thorp
Vice President

Vicki is a licensed pastor who served over 15 years as associate pastor at Victory Church in Oklahoma City. In addition to her role on the Project31 board, Vicki also serves as a board member for MountainChild – dedicated to raising awareness and providing resources for the impoverished children in the Himalayn mountain region. Vicki and her husband Russell stay busy with local business interests, including operating several commercial and residential rental properties and, most recently, opening a distillery in downtown Oklahoma City. Vicki and Russell live in Edmond, where they remain actively involved at Victory Church.



Lance Baker
Treasurer

Lance is the President and Founding Partner of The Advisors, as well as a Financial Advisor with Raymond James Financial Services. He was named to the 2022 edition of the Forbes list of Best in State Wealth Advisors. With dedicated commitment to clients, he seeks to assist them with their financial plans, from managing debt to saving for retirement. Lance is passionate about helping clients pursue their goals. Outside the office, Lance volunteers with a number of organizations – Project31, Vizavance (formerly Prevent Blindness – Oklahoma) and Kismet Arts Studio & Theatre. He enjoys golf, playing guitar, supporting his children's activities, and traveling with his wife, Laura, and their two children.



Leah Scoles
Secretary

Leah currently serves at an international ministry. She has a Master of Business degree and more than 20 years of experience in event planning, business management, and marketing. Leah loves the Lord with all her heart and enjoys learning more about Him daily. She enjoys being a wife to her amazing husband, JD, and a mom to her incredible son, Jayden. In her free time, she enjoys training and running half marathons, spending time with family and friends, serving at her local church, watching her son fly, and encouraging others in their walk with Jesus. Leah is a breast cancer survivor and is ecstatic to serve on the Project31 board so that the journey God gave her can be used to help and encourage other survivors through their journey.

BOARD OF DIRECTORS



Lon Fett

Lon is the secretary/treasurer for Harrison-Orr Air Conditioning – a commercial mechanical contractor in Oklahoma City. With a heart for personal and leadership development, Lon serves in many voluntary and leadership roles throughout the community, in addition to his role on the Project31 board. He is a trustee on the Sheet Metal Workers Joint Apprenticeship Committee, secretary for the Sheet Metal Contractors Association, and an active member and deacon of Edmond's First Baptist Church. Lon and his wife Jennifer have three boys: Charlie, Sam and Owen.



Juan Claros-Sorto

Dr. Claros-Sorto is a surgical oncologist at Stephenson Cancer Center and assistant professor of surgery at the University of Oklahoma. He obtained his medical degree from Meharry Medical College and his surgical training at the University of Oklahoma. Upon graduation, he pursued a breast oncology fellowship at Texas Tech University. He is Board certified by the American College of Surgeons and a member of the American Society of Breast Surgeons. As co-director of the breast cancer multidisciplinary clinic at Stephenson Cancer Center, his role is to help educate women about their surgical options and guide them in making safe decisions as they work together to fight the disease.



Holly McHargue

Holly and her husband, Sean, both work at Life.Church, where they met over 20 years ago. She is passionate about partnering with and serving at local non-profit organizations and ministries to build awareness of their missions and service to the community. Having known many breast cancer survivors, Holly has seen the positive impact of Project31 and is eager to bring her skills to support the mission even more directly.



Kristin Biggerstaff

Kristin is an oncology nurse and hematology consultant. She's passionate about making a difference in the lives of oncology patients and families. She lives in Edmond with her husband, Chris and have 2 children- Sydney and Spencer. Enjoys traveling and spending time with family & friends. Kristin also serves on the Oncology Nurses of Central Oklahoma board.



Amy Mitchell

Amy Mitchell is a Vice President of Strategic Collaborations at Caris Life Sciences. She is deeply committed to supporting numerous non-profit organizations in Oklahoma City, having previously served as the Executive Director for Citizens Caring for Children. Additionally, Amy is a proud member of Leadership OKC's Loyal III class. Outside of her professional responsibilities, Amy prioritizes spending quality time with her family, including her husband of 21 years and their son. She enjoys travel, Pilates, and is actively involved in her son's school booster club and swim team. Amy has been a long-time supporter of Project31, and is grateful to be part of such an impactful group and continues to champion its mission.

STAFF



Sarah McLean
Executive Director

Sarah is a two-time breast cancer survivor. Her first diagnosis was at the young age of 26 and her second diagnosis was at 34. She has dedicated her life to the emotional and spiritual restoration of survivors as well as their families. She and her husband, Steve, founded Project 31, which supports the breast cancer community through outreach, education, and financial support. She lives in Oklahoma City with Steve and their two children, Colin and Tatum. She is the author of *Pink Is The New Black*.



Jennifer Harrod
Breast Nurse Navigator

Jennifer has been a registered nurse since 2012 having both clinical and operating room experience. She has also served as a breast nurse navigator for a local cancer center. Driven by her personal breast cancer experience, Jennifer brings her passion for working with breast cancer survivors to Project31 as a mentor and also a Certified Breast Care Nurse. Jennifer walks with our breast cancer survivors on their journey, helping to guide and educate with compassion.



Dawn Harth
Marketing Director

Dawn oversees the marketing and branding of Project31. She has worked in all aspects of the advertising and marketing business and has a heart for the mission of Project31 – utilizing her love of the written word and passion for storytelling to help the team reach women and their families affected by breast cancer.



Pam Robertson
Resource Coordinator

Pam served as a military spouse for 17 years, during which she was involved in several organizations. She has four grandchildren who keep her active. Before retiring she worked with an international ministry for 15 years. Currently, she volunteers with The Military Welcome Center located at Will Rogers International Airport, as well as Grace Home in Blanchard, OK. Pam is an experienced caregiver to a breast cancer survivor. She enjoys spending time with her family, friends and traveling.



Becki Sigmon
Director of Operations

Becki is a breast cancer survivor and is passionate about using her experience and her relationship with the Lord to serve other women and their families who are walking through the breast cancer journey. Before joining Project31, she worked for 37 years with the Department of Justice. She and her husband, David, are now enjoying time with their two grandchildren.



CORE VALUES

1

FAITH

Our FAITH is the cornerstone of Project31. We exist to honor God and seek Him first in everything we do. Our main purpose is to bring Him glory through our testimony and efforts to care for others. The light of our faith will be the driving force of our organization.

2

COMPASSION

Our personal experience with cancer is the reason our heart beats with COMPASSION for other women and families who have gone through this horrific journey. We desire to care for the wellbeing of cancer survivors as well as their families in whatever capacity we're able to provide. Our efforts will seek to be a blessing to everyone that comes in contact with Project31.

3

SERVANTHOOD

Our example of SERVING others is the primary reflection of our heartbeat. We will serve survivors and their families in any way we can to help them live life to the fullest after battling cancer.

4

TRANSPARENCY

Our TRANSPARENCY creates an environment of openness and trust. Through our vulnerability and honesty we will nurture a place of hope and encouragement. We desire to see hearts healed and brokenness mended.

5

PERSEVERANCE

Our determination to PERSEVERE through whatever cancer brings is a foundational value to our organization. Through our faith and positive attitude we will encourage and walk through every situation with an optimistic perspective.

our vision: RESTORING LIVES & FAMILIES THROUGHOUT BREAST CANCER.

our mission: EMBRACE. EQUIP. EMPOWER.



BOARD RESPONSIBILITIES

1

Determine mission and purpose.

It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.

2

Select the chief executive.

Board must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.

3

Support and evaluate the chief executive.

The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

4

Ensure effective planning.

The board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

5

Monitor and strengthen programs and services.

The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.



BOARD RESPONSIBILITIES

6

Ensure adequate financial resources.

One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.

7

Protect assets and provide proper financial oversight.

The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

8

Build a competent board.

It is the board's responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

9

Ensure legal and ethical integrity.

The board is ultimately responsible for adherence to legal standards and ethical norms.

10

Enhance the organization's public standing.

The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.



ARTICLE I Name and Purpose

(Section 1) The name of this organization shall be Sarah McLean Foundation DBA Project31. From this point forward all references to the foundation will be named Project31.

(Section 2) The purpose of this organization shall be:

- A. Exclusively for charitable purposes under Sec 501(c)3 of the code.
- B. To increase private, public, and corporate awareness of Project31.
- C. To encourage the creation and continuation of educational programs related to the understanding of Project31 and its mission.
- D. Our faith is the cornerstone of Project31. We exist to honor God and seek Him first in everything we do. Our main purpose is to bring Him glory through our testimony and efforts to care for others. The light of our faith will be the driving force of our organization.
- E. Embrace the emotional pain that comes with a breast cancer diagnosis, Equip survivors and their families with tools to cope with their pain, and Empower survivors to live fully restored lives after their cancer battle, encouraging them to give back through mentoring.
- F. To raise funds for the benefit of Project31.
- G. To do all such things as may be lawful under these bylaws.

(Section 3) The mission of Project31 is the restoration of survivors and their families throughout the breast cancer journey.

(Section 4) The Registered Office of the corporation shall be located at P.O. Box 5301, Edmond, OK 73083 unless said office is changed by the Board of Directors.

ARTICLES II Government

(Section 1) The management of Project31 shall be vested in the Board of Directors, which shall consist of a minimum of seven (7) directors and not to exceed more than fifteen (15) directors. The director of the Board shall be elected as provided in these bylaws.

(Section 2) The Board shall have full responsibility for the oversight of this organization. It shall determine and secure compliance for the policies governing the administration and operation of the organization. It shall have full responsibility for the supervision of financial affairs and for the ethical and professional standards of Project31. It shall ensure and protect the 501(c)3 status as provided by IRS tax codes.

(Section 3) The Board shall be elected by the directors currently serving on the Board. Directors shall serve for a term of two (2) years and may be elected to serve a maximum of two (2) consecutive full terms.

(Section 4) Board directors will attend at least three-fourths of all scheduled board meetings. Any director of the Board who shall be absent without notification from three consecutive meetings shall be deemed to have resigned as a director of the Board and shall cease to be a director. The director may, however, be reinstated by a simple majority vote of the entire Board.

(Section 5) Each Board vacancy shall be filled by election of a new director for the unexpired term in the same manner as directors are elected for full terms. Any partial term shall not limit the eligibility of the director to serve two (2) full two-year terms.

(Section 6) Directors shall be expected to make financial contribution(s) to Project31 that are meaningful and significant to the director. Such contributions can be made one time or several times throughout the year.



BYLAWS

ARTICLE III Meetings

(Section 1) The Board shall meet at least four (4) times during the year. All meetings will be called by the President of the Board of Directors with a minimum of five (5) days written notice by mail or electronic mail.

(Section 2) A majority of the total number of board directors, excluding any vacancies, present in person (including via teleconference or electronic means, etc.), shall constitute a quorum for the transaction of business at any meeting of the Board.

(Section 3) Each director in good standing shall be entitled to one (1) vote on each matter submitted to a vote of the Board. Electronic voting may be used for the purpose of taking action without meeting and the solicitation of written consent. Such procedure shall be initiated by the President via electronic distribution of ballots and all related materials for consideration. Action may only be taken without a meeting if, and only if, every director of the Board casts his/her vote, and the written consent is ratified at the subsequent meeting of the Board.

ARTICLE IV Officers

(Section 1) The officers of this Board shall consist of a President, Vice-President, Secretary, and Treasurer, each of whom shall be elected by the Board for a term of two (2) years or until a successor is installed, as provided hereinafter.

(Section 2) Officer nominations may be made by any director of the Board, providing the consent of the nominee has been received. At the close of the nominations, the director shall be elected by a majority vote of the Board in attendance. The officers elected shall take office at the following meeting.

(Section 3) The Duties of the officers shall be:

A. President - The President shall preside at all board meetings of Project31. He/she shall appoint ad hoc committees and shall be ex-officio of each committee. He/she shall perform in addition thereto, the usual functions of the President of an organization.

B. Vice President - In case of death or absence of the President, or of his/her inability from any cause to act, the Vice President shall perform the duties of the office.

C. Secretary - The Secretary shall keep corporate records and shall give notice of, attend, and record minutes of meetings of directors and directors. The Secretary shall, in general, perform all duties incident to the office of secretary and such other duties as the Board of Directors or the President may assign.

D. Treasurer - The Treasurer shall be responsible for assisting in developing budgets and reporting to the Board on the financial affairs of the Corporation. The Treasurer shall also perform such duties as the Board of Directors or the President may assign.

Section 4 The President, Executive Director, and Treasurer shall be bonded at the expense of the organization.

Section 5 The Board may remove any director with or without cause by a majority vote of the entire Board of Directors. A director may resign by submitting a notice of resignation in writing to the President, and the Board of Directors. The resignation is effective upon receipt, unless otherwise stated in the notice.

ARTICLE V Financial Matters

(Section 1) No funds of Project31 shall be deposited in any name except that of Project31, and no funds of this organization shall be invested, loaned, or otherwise incumbered without authority of the Board.

(Section 2) The fiscal year of this organization shall begin on the first of January and end on the thirty-first of December each year.

(Section 3) No part of the income of the organization shall be distributed to its Board of Directors or officers, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not be conducted for any purposes not permitted to be conducted (a) by an organization exempt from federal income tax under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170.

(Section 4) All disbursements shall be reviewed by the President, Executive Director and Treasurer. Any planned disbursements in excess of \$10,000 will be presented to the board of directors for a majority vote of approval.

ARTICLE VI Executive Director

(Section 1) The executive director is hired, evaluated, and terminated by the board. The executive director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The executive director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary. An annual review of the executive director shall be conducted by the board. The Executive Director, in addition to the President, shall have authority to execute deeds, mortgages, leases and contracts or other instruments of the Corporation, except where the signing and execution are expressly delegated by the Board of Directors to some other officer or agent of the Corporation.

ARTICLE VII Committees

(Section 1) No committee shall initiate, foster, or carry on any kind or manner of activity which may commit this organization to a policy, measure, or standing unless the plan or project shall be approved by the Board of Directors.

ARTICLE VIII Amendments

(Section 1) Proposed amendments shall be submitted to the Board of Directors who shall submit them in writing to each director of the Board of Directors at least fifteen days prior to a regular meeting and shall be voted at the following meeting of the Board.

(Section 2) A proposed amendment shall be approved by a two-thirds majority of the Board of Directors. The Secretary shall give written notice of such approval with copies of approved amendments to all Board of Directors, staff, and any required authorities.

ARTICLE IX Indemnification

1.1 Actions Other Than in the Right of the Corporation. The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a director, officer, employee or agent of the Corporation or is or was serving at the request of the Corporation as a director, trustee, officer, employee or agent of another corporation, partnership, joint venture or other enterprise against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of the Corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner which such person reasonably believed to be in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interest of the Corporation and with respect to any criminal action or proceeding had reasonable cause to believe that his or her conduct was unlawful.

1.2 Actions by or in the Right of the Corporation. The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of the Corporation or is or was serving at the request of the Corporation as a director, trustee, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorney's fees) actually and reasonably incurred in connection with the defense or settlement of such action or suit if such person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of the Corporation; except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to the Corporation unless and only to the extent that the court in which such action or suit was brought shall determine, upon application, that despite the adjudication of liability, but in the view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

1.3 Advancement of Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding, in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay such amount if it shall ultimately be determined that he or she is not entitled to be indemnified by the Corporation.

1.4 Insurance. The Corporation may purchase (upon resolution duly adopted by the Board of Directors) and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, trustee, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against such liability.

1.5 Indemnification Required. To the extent that a director, officer, employee or agent of the Corporation has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to herein or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred in connection therewith.

1.6 Entitlement. Every such person shall be entitled, without demand upon the Corporation or any action by the Corporation, to enforce his or her right to such indemnity in an action at law against the Corporation. The right of indemnification and advancement of expenses provided in this Article shall not be deemed exclusive of any rights to which any such person may now or later be otherwise entitled and specifically, without limiting the generality of the foregoing, shall not be deemed exclusive of any rights pursuant to statute or otherwise, of any such person in any action, suit or proceeding to have assessed or allowed in his or her favor against the Corporation or otherwise, costs and expenses incurred or in connection therewith or any part thereof.

ARTICLE X Dissolution

(Section 1) Project31 may be dissolved only with approval by two-thirds majority of its Board of Directors in good standing at the time of dissolution. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

BOARD MEMBER AGREEMENT

As a board member of PROJECT31, I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

1. I am a believer in Jesus Christ.
2. I am fiscally responsible, with other board members, for this organization. I will know what our budget is and take an active part in reviewing, approving, and monitoring the budget and fundraising to meet it.
3. I know my legal responsibilities for this organization and those of my fellow board members. I am responsible to know and oversee the implementation of policies and programs.
4. I accept the bylaws and understand that I am morally responsible for the health and well-being of this organization.
5. I will give what is for me a substantial financial donation. I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year.
6. I will actively engage in fundraising for this organization in whatever ways are best suited for me. These may include individual solicitation, undertaking special events, writing mail appeals, and the like. I am making a good faith agreement to do my best and to raise as much money as I can.
7. I will actively promote PROJECT31 and encourage and support its staff.
8. I will attend board meetings, be available for phone consultation, and serve on at least one PROJECT31 committee. If I am not able to meet my obligations as a board member, I will offer my resignation.
9. In signing this document, I understand that no quotas are being set, that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We are trusting each other to carry out the above agreements to the best of our ability.

If I am unable to fulfill the above-mentioned duties, I will resign my position.

SIGNED: _____
board member

DATE: _____

SIGNED: _____
board chair

DATE: _____

CONFLICT OF INTEREST STATEMENT

As brothers and sisters in Christ, we value the protection of our peers when conflicts of interest emerge. We ought to practice discretion and wisdom in our choices when dealing with conflicts of interest. We should "preserve discretion" (Proverbs 5:1), as we engage with one another.

We are proud of our reputation for conducting our activities with fairness and integrity. We require all of our board members to uphold this reputation in every activity. Be particularly careful to avoid situations where personal gain may influence a situation or relationships that might influence or affect your judgment as you serve on the board. If you are ever in doubt about whether an activity meets our high ethical standards or compromises our reputation, please discuss your concerns with our President and CEO.

All directors, officers, agents, and employees of Project31 shall disclose all real or apparent conflict or dualities of interest that they discover or that have been brought to their attention in connection with Project31's activities. "Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict or duality of interest. An annual disclosure statement will be circulated to officers and certain identified agents and employees to assist them in considering such disclosures. Still, disclosure is appropriate and required whenever conflicts or dualities of interest may occur. The written notices of disclosures shall be filed with the President & Chief Executive Officer or such other person designated by the President & Chief Executive Officer to receive such notifications. If the disclosure involves the President & Chief Executive Officer, written notice shall be filed with the Board President or such other person designated by the Board President to receive such notifications. The President & Chief Executive Officer shall ensure that all directors, officers, agents, employees, and independent contractors of Project31 are made aware of Project31 policy concerning conflicts or duality of interest.

Conflict of Interest Disclosure and Annual Reporting Statement

I have read and understand the Conflict of Interest Policy. I hereby declare and certify the following real or apparent conflict of interest:

(If necessary, attach additional documentation.) I agree to promptly inform the board upon the occurrence of each event that could potentially result in my involvement in (or implication in) a conflict of interest.

SIGNED: _____

DATE: _____

2025 BOARD CALENDAR

JANUARY 30

BOARD MEETING

APRIL 5

TULSA SURVIVORSHIP EXPO

APRIL 24

BOARD MEETING

APRIL 28

SINK4PINK GOLF EVENT

JUNE 7

OKC SURVIVORSHIP EXPO

JULY 24

BOARD MEETING

SEPTEMBER 18

PINK DRINKS @ LIVELY

OCTOBER 25

PAINT THE TOWN PINK

NOVEMBER 6

BOARD MEETING

DECEMBER 13

**BOARD/LEADERSHIP TEAM
CHRISTMAS DINNER**