



Oklahoma Science & Technology Research and Development Board  
Special Meeting of the OSTRaD Board of Directors  
December 17, 2024 at 10:00 a.m.  
Hamm Institute for American Energy  
The Continental Auditorium (1<sup>st</sup> Floor)  
300 N.E. 9<sup>th</sup> Street  
Oklahoma City, OK 73104

## **AGENDA**

1. Roll Call, Establish Quorum, Ensure Compliance with the Open Meeting Law – OSTRaD Board Chair, Elizabeth Hutt Pollard (10 minutes)
2. Greetings and Introduction of Invited Guests – Chair Pollard (10 minutes)

## **Discussion and Possible Action**

3. Approval of Minutes from the October 22, 2024, Meeting of the OSTRaD Board – Chair Pollard (2 minutes)
4. Disclosure of Conflicts of Interest as Provided for Under Title 74, Section 5060.7 – Secretary Pollard (2 minutes)
  - a. Disclosure of conflict
  - b. Disclosure of the nature and extent of the interest
  - c. Declare abstention from voting or discussion of the conflict
  - d. Chair acknowledges disclosure of the conflict
  - e. Chair instructs conflict be entered into board's minutes
5. Discussion and possible vote for Approval to Award FY 2025 Intern Partnership Applications for Funding – Sam Snow, OCAST Client Services Manager (20 minutes)
  - a. Discussion and possible vote to enter executive session to discuss confidential proprietary information included in the FY 2025 Intern Partnership applications for funding [Title 25 O.S. Section 307 (C)(4)]
  - b. Vote to exit executive session
  - c. Vote on matters discussed in Executive Session

## **Presentations and Possible Board Discussion**

6. 929 Strategies Report on Assessment of the Inventors Assistance Service and Industrial Extension Service - Melissa McLawhorn Houston, Founder and Principal, 929 Strategies (45 minutes)
7. Legislative Session Update – Ashley Stuart, OCAST Policy & Planning Legislative Liaison (10 minutes)
8. Executive Director's Report Jennifer McGrail, OCAST Executive Director (15 minutes)
  - a. Staffing Updates
  - b. Other Agency Updates

## **Closing Comments**

9. New Business, Next Steps and Closing Comments – Chair Pollard (5 minutes)
  - a. Call for New Business (matters unknown or unforeseen prior to the posting of the agenda)
  - b. Next Steps
  - c. Closing Comments
10. Adjournment

## **Scheduled 2025 OSTRaD Meeting Dates and Times**

Unless otherwise indicated, meetings will be held at:

**Hamm Institute for American Energy**  
**300 N.E. 9<sup>th</sup> Street,**  
**The Continental Auditorium**  
**Oklahoma City, OK 73104**

(Any location, date and time changes will be announced in advance)

**Tuesday, March 18, 2025, 10a.m. (1<sup>st</sup> Quarter)**

**Tuesday, April 8, 2025, 8a.m.**

(Public Event: OCAST Oklahoma Innovation Conference & Expo)  
Location TBD

**Tuesday, April 8, 2025, 5:30p.m.**

(Public Event: OCAST Oklahoma Innovation Conference & Expo)  
Location TBD

**Wednesday, April 9, 2025, 9a.m.**

(Public Event: OCAST Oklahoma Innovation Conference & Expo)  
2300 North Lincoln Blvd.  
Oklahoma City, OK 73105

**Tuesday, June 17, 2025, 10a.m. (2<sup>nd</sup> Quarter)**

**Tuesday, September 16, 2025, 10a.m. (3<sup>rd</sup> Quarter)**

**Tuesday, December 9, 2025, 10a.m. (4<sup>th</sup> Quarter)**