



**COMMUNITY ACTION PROJECT OF TULSA COUNTY**

**Board of Directors Meeting**

*November 12, 2015 – 7:30 a.m.*

4606 S. Garnett Road, Boardroom on Second Floor  
Tulsa, Oklahoma

**AGENDA**

*(Board may take action on any of the agenda items listed below.)*

- 1. Call to Order**
  - a. Compliance with Oklahoma Open Meeting Act
  - b. Disclosure of Conflicts of Interest
  - c. Introductions, Roll Call, and Declaration of Quorum
- 2. Consideration of and Motion on approval of the Minutes from September 10, 2015 meeting**
- 3. Consideration of and Motion on approval of the Finance Committee Report**
  - a. Finance Committee Minutes
  - b. Financial Reports
  - c. Credit Card Reports
  - d. Fund Development Report
- 4. Consideration of and Motion on approval of the Client Services Committee Report**
  - a. Client Services Committee Minutes
  - b. Head Start and Early Head Start Governance Reports
  - c. Policy Council Minutes and Report
- 5. Consideration of and Motion on approval of the Human Resources Committee Report**
- 6. Consideration of and Motion on approval of the Donor Relations Advisory Committee Report**
- 7. Consideration of and Motion on approval of 2016 Meeting Dates**
- 8. Consideration of and Motion on approval of the 2015 Community Needs Assessment**
- 9. Consideration of and Motion on approval of EEO Affirmative Action Plan for 2015-16**
- 10. Consideration of and Motion on approval of 2016 Employee Benefit Renewal**
- 11. Consideration of and Motion on approval of CAP Tulsa's 2014 990 Tax Return**
- 12. Consideration of and Motion on approval of Wipfli as Auditor for 2015 Year End**

13. Consideration of and Motion of acceptance of Wipfli's Audit of CAP Tulsa's 403(b) Thrift Plan
14. Consideration of and Motion on approval of Community Development Block Grant Application
15. Consideration of and Motion on approval of the 2016 Strategic Operational Plan
16. Consideration of and Motion on approval of 2015-16 Policy Council Bylaws
17. Consideration of and Motion on approval of Shared Decision-Making and Shared Governance between Head Start Policy Council and Board of Directors
18. Board of Directors and Policy Council Roles and Responsibilities, Shared Governance and Conflict Resolution Information and Training
19. For information only: 2014-15 Head Start/Early Head Start Program Information Report Snapshots
20. For information only: 3Q 2015 Strategic Operational Plan Update
21. For information only: Tulsa Children's Coalition's Project List Related to the Amended Grant Agreement with CAP Tulsa
22. Executive Committee Report
23. Executive Director Report
24. Chief Operating Officer Report
25. New Business: Consideration of any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda
26. Adjournment