

**Minutes - General Meeting
Under The Canopy (UTC) Board
July 30th, 2024 6:00 p.m.
At 1110 S. Yale Ave, Tulsa OK**

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Authority: Title 25 Oklahoma Statutes, Section 311.A.1.

Minutes taken by Kristin Miller, Operation Manager UTC

1. The meeting was called to order by: Stan at 6:14 pm
2. Those Board members present: Barbara Bartlett, Patrick Boulden, and Stan Kraphak
 - a. Board member(s) not present with notified absence: Shan Glandon, Allison Irby Vu
 - b. Also present: Margaritte Arthrell-Knezek, Executive Director
 - c. Meet Kristin Miller, our new Operation Manager.

3. **REMINDER:** –

4. **FOR VOTE AND/OR APPROVAL** – These items are for consideration, discussion, and possible approval, denial, adoption, amendment, or revision:
 - a. Minutes from the July 16th 2024 meeting. Patrick moved to approve, Barbara seconded, all say aye.
 - b. Adoption of the UTC Amended and restated Bylaws. Patrick moved to approve, Barbara seconded, all say aye. Barbara, Patrick, and Stan signed and dated the Bylaws.
 - c. Adopt the Murrell Group Statement of Work for external Treasurer services. Motion to authorize Margaritte to send this contract draft to A. Murrell for approval with formatting done by staff - Patrick moved, Barbara seconded, all say aye.
 - d. Adopt the newly edited Procurement Policy. Subject to formatting by staff, Patrick moved to adopt with Barbara seconded, all say aye.
 - e. Vote to approve the RFQ for 1 Architecture. Not voted on, Board requests an in-person/zoom meeting to clarify scope. Patrick moves to continue this item to the next meeting when input from 1 Architecture can be received, Barbara seconded, all in favor.
 - f. Vote to approve employment contract for Amber Gates. Patrick moved to approve, Barbara seconded, all say aye.
 - g. Review and approval of CSP budget for grant money. Motion to move items g and h to the next meeting, by Patrick, seconded by Barbara, all in favor.
 - h. Treasurer/Financial report for April, May, June, 2024. See above item g.

Approve by UTC board 8.20.24 BAB, Secretary

5. OLD BUSINESS:

6. REPORTS: These items are for consideration, discussion, and possible approval, denial, adoption, amendment, or revision: Not discussed.

a. Executive Director Report: Margaritte Arthrell-Knezek

b. Facilities Committee Report: Margaritte Arthrell-Knezek

C Legal Committee Report: Patrick and Bret.

i.Patrick will discuss the Oklahoma Open Records Act 51 OS 24A.1-24A.33 Bret will have information on Conflicts of Policy needed for charter school.

7. DISCUSSION: *Other than discussion, no action by the board will be taken.*

a. **TPS Charter school contract** edits. Chair to call a special vote by email on Monday, Aug. 5th.

b. Cellphone stipends for employees. Not discussed.

c. Insurance for the Board. Not discussed.

d. Agenda dissemination procedure. Not discussed.

8. NEW BUSINESS

New business is any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of this agenda. 25 O.S. Subsection 311.A.10.

a. Motion to create a gift and endowment fund by Patrick, seconded by Barbara, all in favor.

9. PUBLIC COMMENTS

10. ADJOURNMENT

a. The meeting was adjourned at: 8 pm

b. Regular Board meeting: August 20th, at 6:00 pm