

In attendance: Lucy Dolman, Joe Robberson, Dean Richardville, Mike Battenfield, Jackie Bubenik, Kirk Mace, Grace Hasler, Karen Hanson, Marci Joha, and Brian Pitts.

Lucy Dolman

- Review of CAPRA Accreditation documentation - Marci said she has been putting the narratives in from what she has received staff. Marci said the links to Section I are all done and she almost has all the narratives completed. Karen is working on compiling the P&P updates/revisions she has received from staff.
- P&P – Dean, Mike and Lucy will be meeting this Friday to review. Lucy asked Joe to attend the meeting also. The meeting is scheduled December 5, 2014, meeting location North Chat Room, OTC, 5th Floor.
- Narratives – Lucy said to have the narratives turned in to Marci by Thursday, December 11. Lathan will give the document a consistency for a City of Tulsa document.
Narrative discussion – Lucy said we have the information (documentation needed for compliance) and we need to tie it together. You can review Mesa's information on line. Lucy clarified there needs to be a narrative for each standard. Marci said if people can send her the narratives she can add them in. Marci showed a sample of Mesa's verbiage for one of the narratives. Lucy reiterated how important the narratives are. We are almost there.
- Accreditation Date – Lucy said we should be accredited by 2016. We are seeing positive results and getting to specifics. Marci said if you have a document to send still for standard compliance to send it in a pdf file. You can send the narrative in a word document.

Grace Hasler

- Grace said she started working on narratives.

Dean Richardville

- Dean said he has been working on narratives.

Joe Robberson

- Emergency procedures map and utility maps - They are in pdf format on line. They are in a folder called maps. Marci said this is fine if it's in the maps in the CAPRA section. Marci clarified that section I is already completed. She told Joe not to worry about Section 1. If you have your name assigned to another standard after Section I to please submit a narrative.
- Joe inquired on the pdf org chart - Lucy said she sent the chart to Marci in a pdf file.

- Joe inquired on the pictures vs. the narratives. Lucy said narratives are the priority.

Mike Battenfield

- Mike said he has been working on PPR's and CAPRA policy and procedures. Lucy said there is an upcoming meeting on P&P. Lucy asked Joe to attend this meeting also. The meeting is scheduled this Friday afternoon Dec. 5 at 1:30 pm.

Brian Pitts

- Brian said he has been working on PPR's.
- Brian has tried to contact safety training staff. They were out last week. He will try again this week.

Jackie Bubenik

- Jackie said he is working on narratives.

Karen Hanson

- Karen said she compiled all the standards she received from staff. The Golf Maintenance Standards is the only one that needs to be added.
- Park Friends donation list - Karen completed compiling the Park Friends donation information with the total donations. Lucy said donors do not need to be listed. Just list all the funds together in one lump sum for total donations for 2014 and show the totals for each year for the last five years.
- Beautification grants discussion – Pratt Park etc., Archer, Admiral. Schlegel, Darlington (Hoover NA). Kendall Whittier. Lucy asked Jackie to get the figures on the CDBG and grant documents. Lucy said to go back to 2009, 5 years.

Kirk Mace

- Kirk said he turned in his narratives.

Marci Joha

- Section I - Marci said she finished the narratives in Section I.
- Section IV - Marci started Section IV
- Section V – Marci received information from Diana on finance. There are a few sections that still need to be done.
- Documents – Marci said to send documentation in a pdf format.

**Next meeting is scheduled Monday, January 12, 2015
at 10:00 am.**