

Agenda
SCCAP Board of Directors Meeting
Monday, December 22, 2025, at 6:00 P.M.
Virtual Meeting

Instructions for public access at end of document.

SCCAP Mission: We provide opportunities for low-income individuals and families to achieve personal and economic independence.

Finance Committee, please contact John via phone/email prior to meeting

Call to Order – President Bethany Penrod

Roll Call – Sandy Higgins

Consent Agenda - Secretary Sandy Higgins

- October 2025 Minutes
- Financial Reports
- Credit Card Statements

Consent agenda approval constitutes approval of a

1. Motion to accept the October 2025 minutes with minor corrections as noted, should corrections be needed.
2. Motion to accept Financial Reports as presented.
3. Motion to accept Credit Card Statements as presented.

Motion to accept consent agenda as presented.

Made by:

Second:

Finance Committee - Kelly Walter, Chair

- 2026 Proposed Budget (Attachment 1) Bd Action Required
- 2026 Revenue Diversification Plan (Attachment 2) Bd Action Required
- 2026 Cost Allocation Plan (Attachment 3) Bd Action Required

Planning & Evaluation Committee – Leon Gordon, Chair

- Board Meeting Schedule 2026 (Attachment 4) Bd Action Required
- NCAF 2026 Conference (Attachment 5) Bd Action Required
- Annual Report 2024 (Attachment 6) Bd Action Required
- Head Start and Early Head Start Complaint Procedure (Attachment 7) Bd Action Required
- Head Start and Early Head Start 2025-2026 Bylaws (no changes since Sept 2023) (Attachment 8) Bd Action Required

Executive Committee – Bethany Penrod, Chair

- **Approval of New Board Member, Wendi Shrum (Attachment 9) Bd Action Required**
- **Election of Officers:**
 - **Bethany Penrod, President**
 - **Leon Gordon, Vice President**
 - **Kelly Walter, Treasurer**
 - **Sandy Higgins, Secretary**
- **Executive Director's Report (Attachment 10) No Board Action Required.**

Adjournment

Motion to adjourn.

Made by:

Second:

PROPOSED BOARD MEETING/STANDING COMMITTEE SCHEDULE

MEETINGS	TIME & LOCATION	DATE
December Board Meeting	6:00PM Virtual Meeting	12/22/2025
Finance Committee	TBD via phone/email/virtual	Prior to Dec 2025 Meeting (TBD)
February Board Meeting	6:00PM Virtual Meeting	TBD

SCCAP is inviting you to a scheduled Zoom meeting.

Topic: December 2025 Board Meeting

Time: Dec 22, 2025 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83266274816>

Meeting ID: 832 6627 4816

One tap mobile

+16469313860,,83266274816# US

+19292056099,,83266274816# US (New York)

Join instructions

https://us02web.zoom.us/join/83266274816?signature=LFdd1YYIK8xdO3tPC1pACI7_S3v-sblnILR53QusPeiQ