

FULL BOARD OF DIRECTORS MEETING AGENDA

**THURSDAY, JULY 27, 2023
5:30 – 8:30 PM**

IN-PERSON @ RAINBOW HOSPICE - JOHNSON CREEK
1225 Rimmel Drive, Johnson Creek, WI 53094

Samantha Wendt, President | Chara Taylor-Henning, Vice President | Betty Groenewold, Secretary | Jennifer Andrews, Chair of Administration | Katie Gillespie, Chair of Operations | Britanie Peaslee, Treasurer | Larry Nelson | Kirk Lund | Sandy Wareing | Jennifer Rowedder | MJ Van Voorst | Sarah Butz | Rob McMurrich | April Kigeya

<p>5:30 – 5:35 PM</p> <p>Dinner to take place during the beginning of the Board meeting.</p>	<p>Call to Order</p> <ul style="list-style-type: none"> • Roll Call • Agenda Review • Dinner 	<p>Samantha Wendt</p>
<p>5:35 – 5:40 PM</p>	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • 05.25.23 Full Board Meeting Minutes (Action Needed) 	
<p>President Report</p>		
<p>5:40 – 5:50 PM</p>	<p>Board Membership Update</p> <ul style="list-style-type: none"> • General Governance Update • Roster & Membership Review • Active Recruitment & Compliance Efforts/Planning 	<p>Samantha Wendt</p>
<p>Executive Committee Report</p>		
<p>5:50 – 5:55 PM</p>	<p>Ratify Annual Audit (2022) (Action Needed) – EC approved 06/12</p>	<p>Samantha Wendt</p>
<p>Executive Director Report</p>		
<p>5:55 – 6:15 PM</p>	<p>State of the Agency – Dashboards</p> <ul style="list-style-type: none"> • Financial Overview – Grant Awards Update • Program Report • Customer Satisfaction Report • Personnel Update 	<p>Meghan Mietchen</p>
<p>Administration Committee Report</p>		
<p>6:15 – 6:20 PM</p>	<p>Approval of Financial Statements – 05.2023 (Action Needed) – AC endorsed 07/20</p>	
<p>6:20 – 6:40 PM</p>	<p>HUB Model-Related Plans</p> <ul style="list-style-type: none"> • <u>Overview</u>: Successful HUB Model In Waukesha, Upcoming Plan for Dane, Jefferson TBD • <u>Sale of Equipment</u>: <ul style="list-style-type: none"> ○ Freezers/Coolers Purchase Confirmed – AC approved 07/20 ○ Racking TBD • <u>Leases</u>: <ul style="list-style-type: none"> ○ Current Dane County Warehouse @ 1902 Wright Street: Early Lease End TBD (AC Unit, Sprinkler System, Concrete Repair) ○ Potential Deforest-Area Storage Warehouse: New Lease Signing TBD (Awaiting MOU & Re-Drafted Lease w/ Shorter Term) 	<p>Jennifer Andrews</p>

6:40 – 6:50 PM	Accounting Software Discussion <ul style="list-style-type: none"> Agency Recommendation (Action Needed) <ul style="list-style-type: none"> Software: Wipfli Sage Intacct Timeline/Action: TBD 	Jennifer Andrews
6:50 – 7:00 PM	- RECESS - (Action Needed)	
Operations Committee Report		
7:00 – 7:10 PM	Fund Development Update: Grants, Donations <ul style="list-style-type: none"> Grant Reports – 06.2023, – 07.2023 (Action Needed) – OC endorsed 06/01, 07/06 	Katie Gillespie
7:10 – 7:15 PM	Events Reminders & Overview <ul style="list-style-type: none"> Rise Up Summit (Waukesha County): 08/03/23 8 AM – 3 PM Drag Brunch Extravaganza (Dane County): 10/27/23 11 AM – 2 PM 	
7:15 – 7:45 PM	Programs Report & Discussion <ul style="list-style-type: none"> COVID-19 Related Programs (CORE, WHH, Vaccine Outreach) Update: 2023 Funding End Winter Glow Transition Update: In Progress Gleaners Transition Update: In Progress Food Bank & HUB Model Update: In Progress 	
CLOSED SESSION – BOARD ONLY (Action Needed)		
7:45 – 8:30 PM	Closed Session – Board Only	Samantha Wendt
8:30 PM	Announcements & Adjournment	
Agenda Setting – Next Meeting: THURSDAY 9/28 5:30 – 8:00 PM, IN-PERSON <ul style="list-style-type: none"> Form 990 – <u>due November</u> Ongoing Bylaw Review CAC Succession Plan Board Gift to Staff CAC Performance Review Process → Employee Compensation Plan Fundraising Update Strategic Planning Conversation & Annual Strategic Plan Update 		