

**FULL BOARD OF DIRECTORS MEETING AGENDA**

**THURSDAY, NOVEMBER 30, 2023**

**5:30 – 8:00 PM**

**DINNER BEGINS AT 5:00 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 | Sarah Butz | Rob McMurrich | April Kigeya

<b>5:00 PM</b>	<p>Dinner will be available and ready at <b>5:00 PM</b>, please feel free to come at 5:00 PM to connect and share a meal together.</p> <p>Board business and the meeting Call to Order will begin at <b>5:30 PM</b>, food will remain out and available throughout the beginning of the Board meeting.</p>
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<b>5:00 – 5:30 PM</b>	<b>SPECIAL NOTE: PHOTO HEADSHOTS &amp; COLLECT SIGNATURES</b>	Devin Lopina
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<b>5:30 – 5:40 PM</b>	<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li>Roll Call &amp; Introductions</li> <li>Agenda Review</li> </ul>	Samantha Wendt
<b>5:40 – 5:45 PM</b>	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>09.28.23 Full Board Meeting Minutes (Action Needed)</li> <li>10.23.23 Full Board Meeting Minutes (Action Needed)</li> </ul>	

<b>President Report</b>		
<b>5:45 – 5:55 PM</b>	<p><b>Board Roster Update</b></p> <ul style="list-style-type: none"> <li>Active Recruitment Update</li> <li>Roster &amp; Membership Review</li> <li>Recommendation of Appointment                             <ul style="list-style-type: none"> <li>Jodi Hare-Paynter: Jefferson County, Private Sector – Administration Committee (Action Needed)</li> </ul> </li> </ul>	Samantha Wendt
<b>5:55 – 6:00 PM</b>	<p><b>Board Gift to Staff (Action Needed)</b></p> <ul style="list-style-type: none"> <li>Agency Recommendation on Amount</li> <li>Gather Remaining Signatures on Cards</li> </ul>	
<b>6:00 – 6:05 PM</b>	<p><b>2024 Board Meeting Schedule (Action Needed)</b></p> <ul style="list-style-type: none"> <li>Regular Committee &amp; Board Meeting Schedule</li> </ul>	

<b>Executive Committee Report</b>		
<b>6:05 – 6:15 PM</b>	<p><b>Board Membership Commitments</b></p> <ul style="list-style-type: none"> <li>2023 Board Giving Reminder</li> <li>Updated Board Membership Commitment Form (Action Needed) – Collect Signatures</li> </ul>	Samantha Wendt
	<p><b>5-Year Auditor Bid/RFP Process</b></p> <ul style="list-style-type: none"> <li>Selection of Firm: Wipfli – EC endorsed 11/13</li> </ul>	

<b>6:15 – 6:20 PM</b>	<b>Annual Audit &amp; Form 990</b> <ul style="list-style-type: none"> <li>• Presentation of Annual Audit (2022) – <a href="#">CAC submitted with EC approval 06/12</a></li> <li>• Presentation of Form 990 – <a href="#">CAC submitted with Board President &amp; Treasurer signatures 10/2023</a> <ul style="list-style-type: none"> <li>○ Electronic version available in Board Effect, printed copy available upon request</li> <li>○ Executive Committee Presentation – Governance and Management Section</li> </ul> </li> </ul>	Samantha Wendt
<b>6:20 – 6:35 PM</b>	<b>Bylaw Revisions (Action Needed) – <a href="#">EC endorsed 11/13</a></b> <ul style="list-style-type: none"> <li>• Email Meeting &amp; Action by Email</li> </ul>	

<b>Administration Committee Report</b>		
	<b>General Finance/Personnel Updates</b> <ul style="list-style-type: none"> <li>• External HR Support Resource: The Employer Group – beginning 01/2024 – <a href="#">AC approved 10/19</a></li> <li>• Board-Approved 2024 Benefits – wrapping up open enrollment – <a href="#">Full Board approved 10/23</a></li> </ul>	Jennifer Andrews
<b>6:35 – 6:40 PM</b>	<b>Approval of Financial Statements – 08.2023, 09.2023, 10.2023 (Action Needed) – <a href="#">AC endorsed 10/19, 11/16</a></b>	
<b>6:40 – 6:55 PM</b>	<b>Approval of Updated CAC Personnel Policies</b> <ul style="list-style-type: none"> <li>• PTO Policy (<a href="#">Action Needed</a>) – <a href="#">AC endorsed 11/16</a></li> </ul>	

<b>Operations Committee Report</b>		
	<b>General Program, Plans &amp; Development/Fundraising Updates</b> <ul style="list-style-type: none"> <li>• 2023 Annual Appeal – <a href="#">OC endorsed letter 11/02</a></li> <li>• 2023 Events Reminder: 12/06 CAC Rewind</li> <li>• 2024 Fundraising Plan Under Development</li> <li>• Preliminary Strategic Planning Discussion</li> <li>• Grant Report – 11.2023 – <a href="#">OC approved 11/02</a></li> </ul>	Katie Gillespie

<b>Executive Director Report</b>		
<b>6:55 – 7:10 PM</b>	<b>State of the Agency Updates / Executive Director Report</b> <ul style="list-style-type: none"> <li>• Community Engagement Highlights</li> <li>• Financial Overview: Grant Awards &amp; Donations Update</li> <li>• Customer Satisfaction Feedback</li> <li>• Programs Report</li> </ul>	Meghan Mietchen

<b>7:10 – 7:15 PM</b>	<b>--- RECESS (Action Needed) ---</b>
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<b>ENTER CLOSED SESSION (Action Needed)</b>		
<b>7:15 – 7:45 PM</b>	<b>Closed Session Discussion</b>	Samantha Wendt
<b>EXIT CLOSED SESSION (Action Needed)</b>		

<b>7:45 – 7:55 PM</b>	<b>Approval of 2024 Budget and Staffing Plan (Action Needed)</b> <ul style="list-style-type: none"> <li>• CAC FY24 Agency-Wide Budget – <a href="#">AC endorsed 11/16</a> <ul style="list-style-type: none"> <li>○ Budget Includes FY24 Merit Increase – <a href="#">AC endorsed 11/16</a></li> </ul> </li> </ul> <b>Approval of 2024 Cost Allocation Plan (Action Needed) – <a href="#">AC endorsed 11/16</a></b>	Samantha Wendt
<b>8:00 PM</b>	<b>Announcements &amp; Adjournment</b>	

**Agenda Setting – Next Meeting:**

**THURSDAY 01/25/24 5:30 – 8:00 PM,  
IN-PERSON @ LOCATION TBD**

- Employee Compensation Planning
- CAC Succession Planning
- Risk Assessment – 2024
- CSBG-Required Items per Organizational Standards

Contact Information:

**Committee Chair – President**  
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