

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, MARCH 21, 2024

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 | Jodi Hare-Paynter

5:00 PM	<p>Dinner will be available and ready at 5:00 PM, 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 5:30 PM, food will remain out and available throughout the beginning of the Board meeting.</p>
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5:30 – 5:40 PM	<p>Call to Order</p> <ul style="list-style-type: none"> • Roll Call & Introductions • Agenda Review 	Samantha Wendt
5:40 – 5:45 PM	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • 01.25.24 Full Board Meeting Minutes (Action Needed) 	

President Report		
5:45 – 6:00 PM	<p>Board Membership Updates</p> <ul style="list-style-type: none"> • Roster Review • Recruitment Update <ul style="list-style-type: none"> ○ Current Vacancies: Jefferson County, Public Sector ○ Upcoming Vacancies: Jefferson County, Low-Income Sector & Treasurer (04/01/24) ○ Chara Taylor-Henning: Appointment to Operations Committee – EC approved 02/12/24 ○ Jennifer Andrews: Appointment to Treasurer (eff. 04/01/24) – EC approved 03/11/24 	Samantha Wendt

Executive Committee Report		
6:00 – 6:10 PM	<p>General Executive Updates</p> <ul style="list-style-type: none"> • 164 W. Garland Street, Jefferson: Lease Discussion – EC approved 03/11/24 • Board Meetings – Location(s) Planning 	Samantha Wendt

Administration Committee Report		
	<p>General Finance/Personnel Updates</p> <ul style="list-style-type: none"> • Wipfli Sage Intacct Accounting Software Implementation: On Track • Personnel Policies & Procedures / Employee Handbook Revisions: Ongoing (2024) 	Samantha Wendt
6:10 – 6:15 PM	<p>Approval of Financial Statements – 12.2023 (Action Needed) – AC to endorse 03/21/24</p> <ul style="list-style-type: none"> • FY2023 Closeout Review 	
6:15 – 6:20 PM	<p>Approval of Financial Statements – 01.2024, – 02.2024 (Action Needed) – AC to endorse 03/21/24</p>	

Operations Committee Report		
	General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> Grant Report – 02.2024, – 03.2024 – OC approved 02/01/24, 03/07/24 Community Needs Assessment Workgroup & Planning: Ongoing 2024 Fundraising Goal Setting & Strategy: Ongoing Upcoming Event: Rise Up for Impact Connect – 04/12/24 @ 9:00 AM 	Samantha Wendt
6:20 – 6:30 PM	Program Analysis Highlights <ul style="list-style-type: none"> CAC Communication to DHS: Desire to Continue TEFAP Administration in Waukesha & Jefferson Counties – OC approved 02/01/24 	

Executive Director Report		
6:30 – 6:50 PM	State of the Agency Updates / Executive Director Report <ul style="list-style-type: none"> Community Engagement Highlights Fundraising and Development Overview Customer Satisfaction Feedback Programs Report <ul style="list-style-type: none"> Organizational Updates Grant Funding Support Updates Rise Up Model 	Meghan Mietchen
6:50 – 7:10 PM	CAC Community Action Plan (CSBG Application) Report – 2023 Lookback <ul style="list-style-type: none"> CAC Community Action Plan Presentation – Strategies & Progress Update Discussion / Q&A Session 	

7:10 – 7:20 PM	--- RECESS (Action Needed) ---
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Closed Session (Action Needed)		
7:20 – 8:00 PM	Closed Session Discussion	Samantha Wendt
8:00 PM	Announcements & Adjournment	

Agenda Setting – Next Meeting:		Thursday, May 23rd 5:30 – 8:00 PM (dinner at 5:00 PM) LOCATION TBD
MAY 2024: 2024: ONGOING:	Annual Board Meeting Required Paperwork Completion Annual Single Audit – Wipfli Board Training Risk Assessment – 2024 Employee Compensation Planning CAC Succession Planning	<p style="text-align: center;"><u>Contact Information:</u></p> <p style="text-align: center;">Meeting Chair – President Samantha Wendt samantha@parallelservices.net cacsboardpresident@cacscw.onmicrosoft.com (608) 772-3688</p> <p style="text-align: center;">CAC Administration Director Ashley Pandow ashleyp@cacscw.org (608) 712-6674</p>