

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, SEPTEMBER 26, 2024

5:30 – 8:00 PM

DINNER BEGINS AT 5:00 PM

IN-PERSON @ Comfort Suites Johnson Creek Conference Center

725 Paradise Lane, Johnson Creek, WI 53038

Samantha Wendt, President | Chara Taylor-Henning, Vice President | Betty Groenewold, Secretary | Rob McMurrich, Treasurer | Jennifer Andrews, Chair of Administration | Sarah Butz, Chair of Operations | Kirk Lund | Larry Nelson | Sandy Wareing | Jennifer Rowedder | Jodi Hare-Paynter | Emily Lessner | Mike Wineke

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 Board meeting.</p>
----------------	---

Attendance: CAC Board Members

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"> 07.25.24 Full Board Meeting Minutes (Action Needed) 	

Board Training Session

5:45 – 6:45 PM	<p>Board Duties and Responsibilities</p> <ul style="list-style-type: none"> 35-min: Presentation 25-min: Discussion and Questions 	Bill Oemichen
-----------------------	--	---------------

Attendance: Open to CAC Staff Members

6:45 – 6:50 PM	--- RECESS (Action Needed) ---	
-----------------------	---------------------------------------	--

6:50 – 7:10 PM	<ul style="list-style-type: none"> 2025 CSBG Application / Community Action Plan (Action Needed) 	Meghan Mietchen
-----------------------	--	-----------------

Executive Committee Report

7:10 – 7:15 PM	<p>General Executive Updates</p> <ul style="list-style-type: none"> August & September Meetings Held Jefferson Food Pantry Partnership <ul style="list-style-type: none"> CAC-JFP Partnership and Colocation MOU – EC approved 08/12/24 Board Support, Leadership Role Refinement, & Bylaw Review: Ongoing Executive Director Performance Appraisal & Compensation Review 	Samantha Wendt
-----------------------	--	----------------

Administration Committee Report		
7:15 – 7:20 PM	<p>General Finance/Personnel Updates</p> <ul style="list-style-type: none"> • August & September Meetings Held • Organization Chart – Personnel Growth / Position Adds – AC approved 08/15/24, 09/19/24 • Personnel Policies & Employee ‘Benefits’ Discussion/Revisions: Ongoing • 2025 CAC Agency Budget Preparation <ul style="list-style-type: none"> ○ 2025 Insurance/Benefits Renewals ○ Donated Reserve, Interest Earnings, Line of Credit, Emergency Funding Discussions 	Jennifer Andrews
7:20 – 7:30 PM	<p>Approval of Financial Statements</p> <ul style="list-style-type: none"> • June 2024 Financials (Action Needed) – AC endorsed 08/15/24 • July 2024 Financials (Action Needed) – AC endorsed 09/19/24 • August 2024 Financials (Action Needed) – AC endorsed 09/19/24 	
Operations Committee Report		
7:30 – 7:35 PM	<p>General Program, Plans & Development/Fundraising Updates</p> <ul style="list-style-type: none"> • August & September Meetings Held • Program & Funding Support Highlights <ul style="list-style-type: none"> ○ Grant Reports – 08.2024, – 09.2024 – OC approved 08/01/24, 09/05/24 ○ Program Reports • 2024 Fundraising Goals: Ongoing • 2024 CAC Annual Appeal – OC approved 09/05/24 • Upcoming Event: Rise Up! to Grow Local, Eat Local (Dane County) 	Sarah Butz
Executive Director Report		
7:35 – 7:40 PM	<p>State of the Agency Updates</p> <ul style="list-style-type: none"> • Community Needs Assessment (CNA) Update • Programmatic Reports • Customer Satisfaction Data • Facilities/Locations Update – Office Pictures 	Meghan Mietchen
President Report		
7:40 – 7:45 PM	<p>Membership Update</p> <ul style="list-style-type: none"> • Roster Review <ul style="list-style-type: none"> ○ Sarah Butz: Chair of Operations & Executive Committee (effective 09/25/24) – EC approved 09/09/24 • Open Vacancies / Recruitment Efforts 	Samantha Wendt
7:45 – 7:55 PM	<p>Recommendations of Appointment</p> <ul style="list-style-type: none"> • Jamie Vogt: Dane County, Private Sector & Administration Committee (Action Needed) 	
7:55 – 8:00 PM	<p>Scheduling & Strategic Planning Preparation</p> <ul style="list-style-type: none"> • 2025 Meetings & Strategic Planning Sessions: Scheduling/Availability Polling 	
8:00 PM	<p>Announcements & Adjournment</p>	

Agenda Setting – Next Meeting:

Thursday, October 24th 5:30 – 6:30 PM VIRTUAL

- 2025 Insurance/Benefits Renewals (Action Needed)
 - M3 Insurance Presentation

Agenda Setting – November:

Thursday, November 21st 5:30 – 8:00 PM (dinner at 5:00 PM)

Comfort Suites Johnson Creek Conference Center

- 2024 Risk Assessment (Action Needed)
- Personnel P&P / EE Handbook Revisions (Action Needed)
- Form 990 – Made Available, Presented & Reviewed
- 2024 Board Giving Report
- 2024 Board Gift to Staff
- Executive Director Performance Appraisal & Compensation Review

- 2025 CAC Agency-Wide Budget (Action Needed)
 - Staff Compensation Increases
- 2025 CAC Cost Allocation Plan (Action Needed)
- 2025 Board Meeting Schedule and Calendar (Action Needed)
 - Strategic Planning Sessions

- *Recurring CSBG Organizational Standards Requirements – 2024*

Contact Information:

Meeting Chair – President

Samantha Wendt

samantha@parallelservices.net /

cacsboardpresident@

cacscw.onmicrosoft.com

(608) 772-3688

CAC Administration Director

Ashley Pandow

ashleyp@cacscw.org

(608) 712-6674

Looking Ahead:

- Employee Compensation Planning
- Financial Policies & Procedures Manual
- CAC Succession Planning

- Dane County, Public Sector Appointment (January 2025) (Action Needed)
- Strategic Plan Report (January 2025)
- Community Action Plan Report (March 2025)
- Community Needs Assessment Report (March 2025) (Action Needed)
- Annual Meeting – **Elections** (May 2025)
- Strategic Planning (due 2025) – UW Extension Support Opportunity

- *Recurring CSBG Organizational Standards Requirements – due 2025*

- Board Training (due 2026)