

FULL BOARD OF DIRECTORS MEETING AGENDA

TUESDAY NOVEMBER 19, 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 | Jamie Vogt

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| 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> |
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- Board Support for Donor Acknowledgements – **Provide Thank You Notes & Envelopes**
- Staff Thank You Cards – **Collect Signatures**
- CAC Branded Merchandise Sign-Up – **Collect Information**
- CAC Business Cards – **Provide Copies**

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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"> • 09.26.24 Full Board Meeting Minutes (Action Needed) • 10.24.24 Full Board Meeting Minutes (Action Needed) | |

| President Report | | |
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| 5:45 – 5:50 PM | <p>Membership Update</p> <ul style="list-style-type: none"> • Roster Review • Open Vacancies / Recruitment Efforts – Dane County, Public Sector • 2024 Board Commitment & Giving Reminder | Samantha Wendt |
| 5:50 – 5:55 PM | 2024 Board Gift to Staff (Action Needed) – AC to review 11/14/24 | |
| 5:55 – 6:00 PM | 2025 Board Meeting Schedule (Action Needed) | |

| Executive Committee Report | | |
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| 6:00 – 6:05 PM | <p>General Executive Updates</p> <ul style="list-style-type: none"> • September Emergency, October, October Emergency, & November Meetings Held • Dane County Warehouse (1902 Wright Street, Madison) Lease Extension – EC approved 09/27/24 • 2025 Benefits Renewal – EC approved 10/31/24 • Form 990 & Checklist – EC approved 11/11/24 • Executive Director Performance Appraisal & Compensation Review | Samantha Wendt |
| 6:05 – 6:20 PM | <ul style="list-style-type: none"> • Jefferson County Property (164 W. Garland Steet, Jefferson) Update | |

| Administration Committee Report | | |
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| 6:20 – 6:25 PM | General Finance/Personnel Updates <ul style="list-style-type: none"> October & November Meetings Held 2025 Benefits & Budget Discussions Personnel Policies & Employee ‘Benefits’ Discussion/Revisions: Ongoing | Samantha Wendt |
| 6:25 – 6:35 PM | 2024 Risk Assessment (Action Needed) – AC to endorse 11/14/24 | |
| 6:35 – 6:40 PM | Approval of Financial Statements <ul style="list-style-type: none"> September 2024 Financials (Action Needed) – AC to endorse 11/14/24 | |
| 6:40 – 7:05 PM | 2025 CAC Agency-Wide Budget (Action Needed) – AC to endorse 11/14/24 <ul style="list-style-type: none"> Budget Includes FY25 Staff Merit Increase – AC to endorse 11/14/24 Budget Includes 2025 Benefits – EC approved 10/31/24 No Interest-Earned Funds To Be Used & Separate Tracking – AC endorsed 10/17/24 | Meghan Mietchen & Rob McMurrich |
| | 2025 CAC Staffing Plan (Action Needed) – AC to endorse 11/14/24 | |
| | 2025 CAC Cost Allocation Plan (Action Needed) – AC to endorse 11/14/24 | |

| Operations Committee Report | | |
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| 7:05 – 7:10 PM | General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> October & November Meetings Held Program & Funding Support Highlights <ul style="list-style-type: none"> Grant Reports – 10.2024, – 11.2024 – OC approved 10/03/24, 11/07/24 Program Reports Rise Up! Events Community Needs Assessment Customer Satisfaction & Engagement <ul style="list-style-type: none"> Updated Client Satisfaction Survey – OC approved 11/07/24 Fundraising/Development – Donated Funding Discussions | Sarah Butz |

| Executive Director Report | | |
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| 7:10 – 7:15 PM | State of the Agency Updates <ul style="list-style-type: none"> Customer Satisfaction Data Programmatic Reports <ul style="list-style-type: none"> Winter Glow Overview | Meghan Mietchen |

7:15 – 7:20 PM --- RECESS (Action Needed) ---

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| 7:20 – 8:00 PM | CLOSED SESSION (Action Needed) | Samantha Wendt |
| 8:00 PM | Announcements & Adjournment | |

| Agenda Setting: Next Meeting – January 2025 | |
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| <ul style="list-style-type: none"> Meet the CAC Board of Directors Document CAC Succession Planning Staff Compensation Planning Personnel P&P / EE Handbook Revisions – 01/2025 Dane County, Public Sector Appointment – 01/2025 Strategic Plan Progress Report – 01/2025 Outcomes Analysis & Program Adjustment Report – 01/2025 Financial Policies & Procedures Manual Revisions – 03/2025 Community Action Plan Strategies Update – 03/2025 Community Needs Assessment Report – 03/2025 Annual Meeting & Elections – 05/2025 Strategic Planning – due 2025 Board Training – due 2026 CSBG Organizational Standards Requirements | <p>Contact Information:</p> <p>Meeting Chair – President Samantha Wendt samantha@parallelservices.net / cacsboardpresident@cacsco.onmicrosoft.com (608) 772-3688</p> <p>CAC Administration Director Ashley Pandow ashleyp@cacsco.org (608) 712-6674</p> |