

**FULL BOARD OF DIRECTORS MEETING AGENDA**

**THURSDAY, MAY 22, 2025**

**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 | Jodi Hare-Paynter | Larry Nelson | Sandy Wareing | Jennifer Rowedder | Kirk Lund | Emily Lessner | Mike Wineke | Jamie Vogt | Sarah Smith

5:00 PM	<ul style="list-style-type: none"> <li>Dinner will be available at <b>5:00 PM</b>.</li> <li>Board business &amp; meeting call to order will begin at <b>5:30 PM</b>.</li> </ul>
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5:30 – 5:40 PM	<b>Call to Order</b> <ul style="list-style-type: none"> <li>Roll Call &amp; Introductions</li> <li>Agenda Review</li> </ul>	Samantha Wendt
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**Strategic Planning**

5:40 – 6:20 PM	<b>Strategic Planning Introduction</b> <ul style="list-style-type: none"> <li>30-min: Facilitator Presentation</li> <li>10-min: Questions/Discussion</li> </ul>	Amy Schlotthauer
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6:20 – 6:25 PM	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>03.27.25 Full Board Meeting Minutes (<b>Action Needed</b>)</li> </ul>	Samantha Wendt
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**President Report – Annual Meeting**

6:25 – 6:30 PM	<b>Membership Review (<b>Feedback Needed</b>)</b> <ul style="list-style-type: none"> <li>Board Roster</li> <li>Meet the CAC Board of Directors Document</li> </ul>	Samantha Wendt
6:30 – 6:40 PM	<b>Required Paperwork (<b>Signatures Needed</b>)</b> <ul style="list-style-type: none"> <li>CAC Board Member Commitment Agreement</li> <li>CAC Board Member Code of Ethics &amp; Conflict of Interest</li> <li>CAC Board Member Acknowledgment &amp; Receipt of Bylaws</li> </ul>	
6:40 – 6:45 PM	<b>2025 CAC Board Elections (<b>Action Needed</b>)</b>	

### Executive Committee Report

<b>6:45 – 6:50 PM</b>	<b>General Executive Updates</b> <ul style="list-style-type: none"> <li>April &amp; May 2025 Meetings Held</li> <li>Executive Director Work Plan Check-In</li> <li>Consideration to Purchase Property for Dane County Warehouse Needs</li> </ul>	Samantha Wendt
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### Administration Committee Report

<b>6:50 – 6:55 PM</b>	<b>General Finance/Personnel Updates</b> <ul style="list-style-type: none"> <li>April &amp; May 2025 Meetings Held</li> <li>2025 Administration Committee Work Outline – Tasks &amp; Timeline</li> </ul>	Jennifer Andrews
<b>6:55 – 7:00 PM</b>	<b>Approval of Financial Reports</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports: March 2025 (Action Needed) – AC endorsed 05/15/25</li> </ul>	
<b>7:00 – 7:30 PM</b>	<b>CAC Personnel P&amp;Ps Manual - Employee Handbook (Action Needed) – AC endorsed 05/15/25</b>	

### Operations Committee Report

<b>7:30 – 7:35 PM</b>	<b>General Program, Plans &amp; Development/Fundraising Updates</b> <ul style="list-style-type: none"> <li>April &amp; May 2025 Meetings Held</li> <li>Program &amp; Funding Support Highlights <ul style="list-style-type: none"> <li>Grant Reports – 04.2025, – 05.2025 – OC approved 04/03/25, 05/01/25</li> <li>Program Reports</li> </ul> </li> <li>2024 CAC Agency Annual Report – OC approved 05/01/25</li> </ul>	Samantha Wendt
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### Executive Director Report

<b>7:35 – 8:00 PM</b>	<b>State of the Agency Updates</b> <ul style="list-style-type: none"> <li>Customer Satisfaction Data</li> <li>Programmatic Reports: Highlights, Outcomes Analysis &amp; Program Adjustments</li> </ul>	Meghan Mietchen
	<b>Foodshed Partnership Program Overview</b>	

<b>8:00 PM</b>	<b>Announcements &amp; Adjournment</b>	Samantha Wendt
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**Agenda Setting:**

**Next Meeting: 07/24/25**

**07/2025**

- Annual Audit (2024) (Action Needed)
- 2025 CAC Agency-Wide Budget Amendment Request (Action Needed)
- CAC Trends Presentation – SMART Goals
- Strategic Planning – Facilitator Presentation

**09/2025**

- FY2026 CSBG Application / Community Action Plan (Action Needed)
- Financial P&Ps Manual Revisions (Action Needed)
- Strategic Planning – Facilitator Presentation

**10/2025**

- Staff Insurance/Benefits Renewals (Action Needed)

**11/2025**

- Form 990 (2024) & Associated Filings (Action Needed)
- CAC Agency-Wide Budget, Staffing Plan, Cost Allocation Plan (Action Needed)
- Board Meeting Schedule (Action Needed)
- Board Gift to Staff (Action Needed)
- Strategic Plan Adoption (Action Needed)
- 2025 Board Giving Report

**Ongoing**

- CSBG Organizational Standards Requirements – Revisit 4.4 & 6.5, Address 9.3
- Executive Director Performance Appraisal & Compensation Review
- CAC Succession Planning
- Staff Compensation Planning
- Board Training – due 2026
- Risk Assessment – due 2026

Contact Information:

**Meeting Chair – President**

Samantha Wendt

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**CAC Administration Director**

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