

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, JULY 24, 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 | Jamie Vogt, Secretary | Rob McMurrich, Treasurer | Jennifer Andrews, Chair of Administration | Sarah Butz, Chair of Operations | Betty Groenewold | Kirk Lund | Larry Nelson | Sandy Wareing | Jennifer Rowedder | Jodi Hare-Paynter | Emily Lessner | Mike Wineke | Sarah Smith

REMINDERS

- **Informational Materials Available:** CAC Business Cards, CAC 2024 Annual Report, CAC 2025 CNA Report
- **Branded Merchandise Available:** Sweatshirts, Tumblers
- **UPCOMING Invite:** CAC All-Staff Meeting/Cookout – August 20th
- **Strategic Planning Prep Work Assignment – Due 07/24/25**

5:00 PM

--- DINNER & CONNECT ---

CALL TO ORDER

5:30 – 5:35 PM

Call to Order

- Roll Call & Introductions
- Agenda Review

Samantha
Wendt

CLOSED SESSION (Action Needed)

5:35 – 5:55 PM

Closed Session Discussion

- Approval of Minutes

Samantha
Wendt

OPEN SESSION (Action Needed)

5:55 – 6:00 PM

Open Session Transition

Samantha
Wendt

STRATEGIC PLANNING

6:00 – 6:40 PM

Strategic Planning Work

- Facilitator Presentation
- Questions & Discussion

Amy
Schlotthauer

6:40 – 6:45 PM

--- RECESS ---

PRESIDENT REPORT

6:45 – 6:50 PM	Approval of Minutes <ul style="list-style-type: none"> 05.22.25 Full Board Meeting Minutes (Action Needed) 06.18.25 Full Board Meeting Notes – Strategic Planning 	Samantha Wendt
6:50 – 6:55 PM	Membership Review <ul style="list-style-type: none"> Board Roster 	Samantha Wendt

EXECUTIVE COMMITTEE REPORT

6:55 – 7:00 PM	General Executive Updates <ul style="list-style-type: none"> Added May, June & July 2025 Meetings Held CSBG Funding Opportunity for Milwaukee County – EC approved 06/09/25 CAC-Cinnaire/Amphora Apartments MOU – EC approved 07/14/25 	Samantha Wendt
7:00 – 7:10 PM	Annual Audit (2024) (Action Needed) <ul style="list-style-type: none"> CACSCW 12-31-24 Audit Completed by Wipfli LLP – EC approved 06/09/25 Overview Presentation 	Rob McMurrich

OPERATIONS COMMITTEE REPORT

7:10 – 7:15 PM	General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> June & July 2025 Meetings Held Program & Funding Support Highlights <ul style="list-style-type: none"> Grant Reports – 06.2025, – 07.2025 – OC approved 06/05/25, 07/10/25 Program Reports IMPACT Connect Referral Platform 2025 Fund Development Plan Progress <ul style="list-style-type: none"> Donor Cultivation & Retention Initiatives -- Event Opportunities 	Sarah Butz
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ADMINISTRATION COMMITTEE REPORT

7:15 – 7:20 PM	General Finance/Personnel Updates <ul style="list-style-type: none"> June & July 2025 Meetings Held Updated Organizational Chart & Personnel Changes <ul style="list-style-type: none"> Position Reclassification Request – AC approved 06/26/25 2025 Administration Committee Work Outline – Tasks & Timeline <ul style="list-style-type: none"> Employee Exit Survey Check-In Financial P&Ps Manual Review Investment of CAC Donated Funding 	Jennifer Andrews
7:20 – 7:25 PM	Approval of Financial Reports <ul style="list-style-type: none"> Monthly Financial Reports: April 2025 (Action Needed) – AC endorsed 06/26/25 Monthly Financial Reports: May 2025 (Action Needed) – AC endorsed 06/26/25 	
7:25 – 7:35 PM	2025 CAC Agency-Wide Budget: Amendment/Modification Request (Action Needed) – AC endorsed 07/17/25	

EXECUTIVE DIRECTOR REPORT

7:35 – 7:45 PM	State of the Agency Updates <ul style="list-style-type: none"> Customer Satisfaction Data Programmatic Reports: Highlights, Outcomes Analysis & Program Adjustments 	Meghan Mietchen
7:45 – 8:00 PM	CAC Trends Presentation	
8:00 PM	Announcements & Adjournment	Samantha Wendt

AGENDA SETTING

- Upcoming Meetings:**
- Friday, August 8th 9 AM – 1:30 PM – **Strategic Planning Session**
 - Thursday, September 25th 5:30 PM – 8 PM

08/2025

- CSBG Organizational Standards 4.1, 6.5 & 9.3
- Results Oriented Management and Accountability (ROMA)

09/2025

- 2026 CSBG Application / Community Action Plan (**Action Needed**)
 - CSBG Organizational Standard 4.4
- Updated Financial P&Ps Manual (**Action Needed**)
- Strategic Planning – Facilitator Presentation
- 2025 Board Giving Report
- Board Meeting Schedule – Polling

10/2025

- Staff Insurance/Benefits Renewals (**Action Needed**)

11/2025

- Form 990 (2024) & Associated Filings (**Action Needed**)
- 2026 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**)

Ongoing

- 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

samantha@parallelservices.net
/ cacsboardpresident@cacscw.onmicrosoft.com
(608) 772-3688

CAC Administration Director

Ashley Pandow
ashleyp@cacscw.org
(608) 712-6674