

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, SEPTEMBER 25, 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

- Board Member Testimonials
- Board Effect Update – 9/27
- Winter Glow Volunteer Opportunities – 10/2025
- CAC 2025 Rewind Event – 12/3

5:00 PM

--- DINNER & CONNECT ---

CALL TO ORDER

5:30 – 5:35 PM	Call to Order <ul style="list-style-type: none"> • Roll Call & Introductions • Agenda Review 	Samantha Wendt
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STRATEGIC PLANNING

5:35 – 6:05 PM	CAC Strategic Planning Summary <ul style="list-style-type: none"> • Mission & Vision • Strategic Priorities 	Amy Schlotthauer
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PRESIDENT REPORT

6:05 – 6:10 PM	Approval of Minutes <ul style="list-style-type: none"> • 07.24.25 Full Board Meeting Minutes (Action Needed) • 08.08.25 Full Board Meeting Minutes – Strategic Planning (Action Needed) 	Samantha Wendt
6:10 – 6:15 PM	Membership Review <ul style="list-style-type: none"> • Board Roster • Upcoming Vacancy: Low-Income Sector, Waukesha County – 10/24/25 <ul style="list-style-type: none"> ○ Thank You to Betty 	
6:15 – 6:20 PM	2026 Board Meeting Schedule (Action Needed)	

EXECUTIVE COMMITTEE REPORT

6:20 – 6:25 PM	General Executive Updates <ul style="list-style-type: none"> August & September 2025 Meetings Held Document Review (6) – EC approved 08/11/25, 09/08/25 	Samantha Wendt
6:25 – 6:30 PM	Board Contributions <ul style="list-style-type: none"> Targeted Strategy & Reminders on How to Give 2025 YTD Board Giving Report 	
6:30 – 6:40 PM	Executive Director Work Plan, Performance Appraisal & Compensation Review <ul style="list-style-type: none"> 2025 360° Assessment Tool (Action Needed) – EC endorsed (pending edits) 09/08/25 	

ADMINISTRATION COMMITTEE REPORT

6:40 – 6:45 PM	General Finance/Personnel Updates <ul style="list-style-type: none"> August & September 2025 Meetings Held CAC Organizational Chart Certificate of Deposit Account Registry Service Investment – AC approved 09/18/25 2025 Administration Committee Work Outline – Tasks & Timeline <ul style="list-style-type: none"> CAC Financial P&Ps Manual CAC Employee Benefits Package 	Jennifer Andrews
6:45 – 6:55 PM	Approval of Financial Reports <ul style="list-style-type: none"> Monthly Financial Reports: June 2025 (Action Needed) – AC endorsed 08/21/25 Monthly Financial Reports: July 2025 (Action Needed) – AC endorsed 09/18/25 Monthly Financial Reports: August 2025 (Action Needed) – AC endorsed 09/18/25 	
6:55 – 7:05 PM	Updated CAC Financial P&Ps Manual (Action Needed) – AC endorsed 09/18/25	

OPERATIONS COMMITTEE REPORT

7:05 – 7:10 PM	General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> August & September 2025 Meetings Held Programmatic & Funding Support Reports <ul style="list-style-type: none"> Grant Reports – OC approved 08/07/25, 09/04/25 Program Reports 2025 Fund Development Plan: Grants, Donations, Events <ul style="list-style-type: none"> Volunteer Cultivation Bridge Program, CRM Software 2025 CAC Rewind Event 	Sarah Butz
7:10 – 7:25 PM	2026 CSBG Application / Community Action Plan (Action Needed)	Meghan Mietchen

EXECUTIVE DIRECTOR REPORT

7:25 – 7:35 PM	State of the Agency Updates <ul style="list-style-type: none"> Customer Satisfaction Data Programmatic Reports: Highlights, Outcomes Analysis & Program Adjustments 	Meghan Mietchen
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7:35 – 7:40 PM	--- RECESS ---
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CLOSED SESSION (Action Needed)		
7:40 – 8:00 PM	Closed Session Discussion <ul style="list-style-type: none"> Approval of Minutes 	Samantha Wendt
8:00 PM	Announcements & Adjournment	

AGENDA SETTING	
Upcoming Meetings: <ul style="list-style-type: none"> Thursday, October 22nd 5:30 PM – 6:30 PM – Virtual Thursday, November 20th 5:30 PM – 8:00 PM – In-Person 	
10/2025 <ul style="list-style-type: none"> CAC Employee Insurance Renewals (Action Needed) 	Board President Samantha Wendt samantha@parallelservices.net / cacsboardpresident@cacsw.onmicrosoft.com (608) 772-3688 CAC Officer Manager Lindsey Karls lindseyk@cacsw.org (608) 220-7758
11/2025 <ul style="list-style-type: none"> 2025 Board Giving Report Board Gift to Staff (Action Needed) Form 990 (2024) & Associated Filings (Action Needed) 2026 CAC Agency-Wide Budget, Staffing Plan, Cost Allocation Plan (Action Needed) 2026-2028 Strategic Plan (Action Needed) 	
Ongoing <ul style="list-style-type: none"> Executive Director Work Plan, Performance Appraisal & Compensation Review CAC Succession Planning Staff Compensation Planning Board Training – due 2026 Risk Assessment – due 2026 CSBG Organizational Standards (4.1, 4.4, 6.5, 9.3 + Others) Results Oriented Management and Accountability (ROMA) 	