

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, NOVEMBER 20, 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 | Kirk Lund | Larry Nelson | Sandy Wareing | Jennifer Rowedder | Jodi Hare-Paynter | Emily Lessner | Mike Wineke | Sarah Smith

5:00 PM

--- DINNER & CONNECT ---

CALL TO ORDER

5:30 – 5:40 PM	Call to Order - Roll Call & Introductions - Agenda Review	Samantha Wendt
-----------------------	---	----------------

PRESIDENT REPORT

5:40 – 5:45 PM	Approval of Minutes 09.25.25 Full Board Meeting Minutes (Action Needed) 10.23.25 Full Board Meeting Minutes (Action Needed)	Samantha Wendt
5:45 – 5:50 PM	2025 Board Commitments 2025 YTD Board Giving Report 2025 Annual Appeal	
5:50 – 5:55 PM	2026 Board Meeting Schedule (Action Needed) – Board approved 09/25/25 - Reconfirm Approved Dates – esp. 03/2026 Full Board Meeting - Removal of 10/2026 (Special) Full Board Meeting	
5:55 – 6:00 PM	2026 Annual Employee Insurance & Benefits Renewals - Governance Policy (Action Needed) – Board approved 10/23/25 2026 Employee Insurance & Benefits – Updated #s (Action Needed)	

EXECUTIVE COMMITTEE REPORT

6:00 – 6:05 PM	General Executive Updates - October & November 2025 Meetings Held - Document Review (2) – EC approved 11/10/25 - Form 990 (2024) & Associated Filings – EC approved 11/10/25 - ED Work Plan Check-In, Performance Appraisal & Compensation Review	Samantha Wendt
-----------------------	---	----------------

OPERATIONS COMMITTEE REPORT

6:05 – 6:10 PM	General Program, Plans & Development/Fundraising Updates - October & November 2025 Meetings Held - Programmatic & Funding Support Reports - Grant Reports – OC approved 10/02/25, 11/06/25 - Program Reports 2025 Fund Development Plan – Progress Updates 2025 Winter Glow Events Recap - Donations Review 2025 CAC Rewind Event – 12/3 - Draft 2026 Development Plan	Sarah Butz
-----------------------	--	------------

ADMINISTRATION COMMITTEE REPORT

6:10 – 6:15 PM	General Finance/Personnel Updates - October & November 2025 Meetings Held - CAC Organizational Chart - Added Positions (2) – AC approved 10/16/25, 11/13/25 2025 Board Gift to Staff – AC approved 11/13/25 2025 Administration Committee Work Outline – Tasks & Timeline	Jennifer Andrews
6:15 – 6:20 PM	Acceptance of Financial Reports Monthly Financials – September 2025 (Action Needed) – AC endorsed 11/13/25	
6:20 – 6:35 PM	2026 CAC Agency-Wide Budget & Staffing Plan (Action Needed) – AC endorsed 11/13/25 - Includes 2026 Staff Merit Increase Opportunity - Includes 2026 Employee Insurance & Benefits	Rob McMurrich & Meghan Mietchen
	2026 Cost Allocation Plan (Action Needed) – AC endorsed 11/13/25	

STRATEGIC PLANNING

6:35 – 6:45 PM	2026-2028 CAC Strategic Plan Adoption (Action Needed)	Samantha Wendt
-----------------------	--	----------------

RECOMMENDATION OF APPOINTMENT

6:45 – 6:50 PM	Low Income Sector, Jefferson County & Operations Committee Appointment - Introduction: Kelly Lueck, Board Candidate - Recommendation of Appointment (Action Needed) – Low Income Sector Appointment Committee elected 10/31/25	Samantha Wendt
-----------------------	--	----------------

EXECUTIVE DIRECTOR REPORT

6:50 – 7:00 PM	State of the Agency Updates - Customer Satisfaction Data - Programmatic Reports: Highlights, Outcomes Analysis & Program Adjustments - Senator Balwin Event Recap	Meghan Mietchen
-----------------------	--	-----------------

7:00 – 7:05 PM	--- RECESS ---
----------------	----------------

CLOSED SESSION

7:05 – 8:00 PM	Closed Session Discussion Approval of Minutes	Samantha Wendt
----------------	--	----------------

8:00 PM	Announcements & Adjournment	Samantha Wendt
---------	--	----------------

AGENDA SETTING

Upcoming Meetings:	THURSDAY, JANUARY 22ND, 2026
---------------------------	-------------------------------------

CAC Strategic Plan Goals & Progress – Updates - Executive Director Work Plan - CAC Succession Planning - Staff Compensation Planning - CSBG Organizational Standards - Results Oriented Management and Accountability (ROMA)	CAC Board President, Samantha Wendt samantha@parallelservices.net / cacsboardpresident@cacscw.onmicrosoft.com (608) 772-3688 CAC Officer Manager, Lindsey Karls lindseyk@cacscw.org (608) 220-7758
--	--