

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, DECEMBER 11, 2025
12:00 – 1:30 PM

VIRTUAL

Jennifer Andrews, Chair of Administration | Samantha Wendt, President | Chara Taylor-Henning, Vice President |
Jamie Vogt, Secretary | Kirk Lund | Jennifer Rowedder | Jodi Hare-Paynter | Mike Wineke | Emily Lessner

12:00 – 12:05 PM	Call to Order <ul style="list-style-type: none"> Roll Call Agenda Review <i>Materials: 12.11.15 Administration Committee Meeting Agenda</i>	Samantha Wendt
12:05 – 12:10 PM	Approval of Minutes <ul style="list-style-type: none"> 11.13.25 Administration Committee Meeting Minutes (Action Needed) 11.20.25 Administration Committee Meeting Minutes (Action Needed) <i>Materials: 11.13.25 & 11.20.25 Administration Committee Meeting Minutes</i>	Samantha Wendt
12:10 – 12:25 PM	Personnel Report <ul style="list-style-type: none"> HR Overview: Organization Chart & Personnel Updates Employee Exit Survey Results – 2025 <i>Materials: HR Overview – 12.2025</i>	Meghan Mietchen
12:25 – 12:30 PM	Finance Report <ul style="list-style-type: none"> The Fiscal Five Executive Director Purchase Requests Log 	Tim Prodel
12:30 – 12:40 PM	<ul style="list-style-type: none"> Monthly Financial Reports – October & November 2025 (Action Needed) including organization-wide revenues and expenses, comparison of budget to actual, categorization by program, balance sheet, statement of financial position, and net assets summary <i>Materials: Fiscal Five Report, ED Purchase Requests Log, Financials – 10.2025 & 11.2025</i>	
12:40 – 12:50 PM	CAC Facilities Review <i>Materials: CAC Facilities Summary – 2025</i>	Meghan Mietchen
12:50 – 1:30 PM	2026 Administration Committee Work Outline Discussion <i>Materials: DRAFT 2026 Administration Committee Work Outline</i>	Samantha Wendt
1:30 PM	Announcements & Adjournment	Samantha Wendt

Agenda Setting – Next Meeting: THURSDAY 01/15/26 12:00 – 1:30 PM

- The Employer Group: Contract Hours, HR Assessment, Internal Equity Analysis
- Board-Level Sage Intacct Reporting Discussion
 - Visual Reporting (charts, graphs, etc.) & Budget Comparison
 - Revisit 'How to Read' Financial Reports
- Employee Retention & Development Planning
 - Staff Empowerment Questionnaire – 2026

Chair of Administration
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