

**FULL BOARD OF DIRECTORS MEETING AGENDA**

**THURSDAY, MARCH 26, 2026**

**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 | Jodi Hare-Paynter | Emily Lessner | Mike Wineke | Sarah Smith | Kelly Lueck

5:00 PM

--- DINNER & CONNECT ---

**CALL TO ORDER**

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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**PRESIDENT REPORT**

5:40 – 5:45 PM	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>01.22.26 Full Board Meeting Minutes (Action Needed)</li> </ul>	Samantha Wendt
5:45 – 5:50 PM	<b>Membership Review</b> <ul style="list-style-type: none"> <li>Board Roster</li> <li>Recruitment Update</li> </ul>	

**EXECUTIVE COMMITTEE REPORT**

5:50 – 6:00 PM	<b>General Executive Updates</b> <ul style="list-style-type: none"> <li>February and March 2026 Meetings Held</li> <li>Document Review (3) – <a href="#">EC approved 02/09/26, 03/09/26</a> <ul style="list-style-type: none"> <li>CAC &amp; Gouda Properties Lease for Office Space in Jefferson</li> <li>CAC &amp; 3G Construction Contract for FoodShed Partnership</li> <li>CAC &amp; Madison College MOU for FEC Programming</li> </ul> </li> <li>First Business Bank Line of Credit Renewal – <a href="#">EC approved 03/09/26</a></li> </ul>	Samantha Wendt
6:00 – 6:20 PM	<b>Bylaw Review</b>	

**ADMINISTRATION COMMITTEE REPORT**

6:20 – 6:25 PM	<b>General Finance/Personnel Updates</b> <ul style="list-style-type: none"> <li>February and March 2026 Meetings Held</li> <li>CAC Organizational Chart</li> <li>2026 Administration Committee Work Outline</li> <li>Document Review: TEG Agreement for HR Services – <a href="#">AC approved 02/19/26</a></li> </ul>	Jennifer Andrews
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6:25 – 6:40 PM	<b>Acceptance of Financial Reports</b> <ul style="list-style-type: none"> <li>Monthly Financials – December 2025 (Action Needed) – AC endorsed 02/19/26</li> <li>FY25 Closeout Overview</li> <li>Monthly Financials – January &amp; February 2026 (Action Needed) – AC endorsed 03/19/26</li> </ul>	Jennifer Andrews
6:40 – 6:55 PM	<b>Personnel P&amp;Ps</b> <ul style="list-style-type: none"> <li>Corporate CC Policy &amp; Agreement Form (Action Needed) – AC endorsed 02/19/26</li> <li>Harassment Policy: Appropriate/Inappropriate Touch (Action Needed) – AC endorsed 03/19/26</li> <li>Technology Use Policy &amp; Acceptance Form</li> </ul>	

## OPERATIONS COMMITTEE REPORT

6:55 – 7:05 PM	<b>General Program, Plans &amp; Development/Fundraising Updates</b> <ul style="list-style-type: none"> <li>February and March 2026 Meetings Held</li> <li>Programmatic &amp; Funding Reports <ul style="list-style-type: none"> <li>Grant Reports – OC approved 02/05/26, 03/05/26</li> <li>Program Reports</li> </ul> </li> <li>2026 Fund Development Plan Progress</li> <li>Board Roundtables</li> </ul>	Sarah Butz
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## RECOMMENDATION OF APPOINTMENT

7:05 – 7:10 PM	<b>Low Income Sector, Waukesha County &amp; Operations Committee Appointment</b> <ul style="list-style-type: none"> <li>Introduction: Michael Egly, Board Candidate</li> <li>Recommendation of Appointment (Action Needed) – Low Income Sector Appointment Committee elected 03/16/25</li> </ul>	Samantha Wendt
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## EXECUTIVE DIRECTOR REPORT

7:10 – 7:15 PM	<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
7:15 – 7:30 PM	Community Action Plan Strategies & Successes	
7:30 – 8:00 PM	2026-2028 CAC Strategic Plan: Tactics & Implementation	

8:00 PM	Announcements & Adjournment	Samantha Wendt
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## NEXT CAC BOARD OF DIRECTORS MEETING:

THURSDAY, MAY 28, 2026 (ANNUAL MEETING)

<p><b>Samantha Wendt</b>, CAC Board President  <a href="mailto:samantha@parallelservices.net">samantha@parallelservices.net</a> /  <a href="mailto:cacsboardpresident@cacscw.onmicrosoft.com">cacsboardpresident@cacscw.onmicrosoft.com</a>  (608) 772 - 3688</p>	<p><b>Lindsey Karls</b>, CAC Office Manager  <a href="mailto:lindseyk@cacscw.org">lindseyk@cacscw.org</a>  (608) 220 - 7758</p>
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