

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, MAY 21, 2026  
12:00 – 1:30 PM

VIRTUAL

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

12:00 – 12:05 PM	<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li>Roll Call</li> <li>Agenda Review</li> </ul> <p><i>Materials: 05.21.26 Administration Committee Meeting Agenda</i></p>	Jennifer Andrews
12:05 – 12:10 PM	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>04.16.26 Administration Committee Meeting Minutes (Approval Action Needed)</li> </ul> <p><i>Materials: 04.16.26 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:20 PM	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>The Fiscal Five</li> <li>Executive Director Purchase Requests Log</li> </ul>	Tim Prodel
12:20 – 12:40 PM	<ul style="list-style-type: none"> <li>Monthly Financial Reports – March 2026 (Endorsement Action Needed)</li> <li>Monthly Financial Reports – April 2026 (Endorsement Action Needed) <i>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></li> </ul> <p><i>Materials: Financial Reports – 03.2026, – 04.2026</i></p>	
12:40 – 1:00 PM	<p><b>Personnel Report</b></p> <ul style="list-style-type: none"> <li>HR Overview: Organization Chart &amp; Personnel Updates</li> </ul> <p><i>Materials: HR Overview – 05.2026</i></p>	Meghan Mietchen
1:00 – 1:30 PM	<p><b>Updated Personnel P&amp;Ps</b></p> <ul style="list-style-type: none"> <li>Work Remote Policy (Endorsement Action Needed)</li> </ul>	Ashley Gilbert
	<ul style="list-style-type: none"> <li>Emergency Preparedness: Law Enforcement Presence On-Site</li> </ul> <p><i>Materials: Updated CAC Personnel P&amp;Ps Documents</i></p>	Lindsey Karls
1:30 PM	<b>Announcements &amp; Adjournment</b>	Jennifer Andrews

Next Meeting: THURSDAY 06/18/26 12:00 – 1:30 PM

**Chair of Administration**  
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