

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, MAY 28, 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 | Sarah Smith | Kelly Lueck | Michael Egly

5:00 PM

--- DINNER & CONNECT ---

Annual Meeting – Required Paperwork (Signatures Needed)

- CAC Board Member Commitment Agreement
- CAC Board Member Code of Ethics & Conflict of Interest
- CAC Board Member Acknowledgment & Receipt of Bylaws

Attendance: CAC Board Members

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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BOARD TRAINING

5:35 – 6:35 PM	Board Duties & Responsibilities <ul style="list-style-type: none"> • Nonprofit Financial Oversight and the Board Presentation, by HBI for Nonprofit Management at UW-Milwaukee 	Douglas Ihrke
6:35 – 6:45 PM	<ul style="list-style-type: none"> • Q&A Session 	

6:45 PM

--- RECESS (Action Needed) ---

Attendance: Open to CAC Staff Members

PRESIDENT REPORT

6:45 – 6:55 PM	Approval of Minutes <ul style="list-style-type: none"> • 03.26.26 Full Board Meeting Minutes (Action Needed) 	Samantha Wendt
6:55 – 7:00 PM	Membership Review <ul style="list-style-type: none"> • Board Roster • Recruitment Update 	
7:00 – 7:20 PM	Bylaw Review (Action Needed)	

ANNUAL MEETING

REMINDER	Required Paperwork (Signatures Needed) <ul style="list-style-type: none"> • CAC Board Member Commitment Agreement • CAC Board Member Code of Ethics & Conflict of Interest • CAC Board Member Acknowledgment & Receipt of Bylaws 	Samantha Wendt
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EXECUTIVE COMMITTEE REPORT

7:20 – 7:25 PM	General Executive Updates <ul style="list-style-type: none"> • April and May 2026 Meetings Held • Written Agreement Governance and Policies • Document Review (3) – EC approved 04/13/26 <ul style="list-style-type: none"> ○ CAC & Pasture & Plenty Sublease for FoodShed Partnership Warehouse ○ CAC & Second Harvest Foodbank Service Agreement for TEFAP Delivery ○ CAC & Market MOUs for Double Dollars program • Utilization of CAC Interest-Earned Reserve Funds – EC approved 04/13/26 <ul style="list-style-type: none"> ○ NCAF Retirement Contribution ○ Fort HealthCare - Women Who Care Membership 	Samantha Wendt
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ADMINISTRATION COMMITTEE REPORT

NOTIFICATION	General Finance/Personnel Updates <ul style="list-style-type: none"> • April and May 2026 Meetings Held • CAC Organizational Chart <ul style="list-style-type: none"> ○ Position Reclassification: WISH Coordinator – AC approved 04/16/26 • 2026 Administration Committee Work Outline 	Jennifer Andrews
NOTIFICATION	Personnel P&Ps <ul style="list-style-type: none"> • Technology Use Policy & Technology Acceptance Form – AC endorsed 04/16/26 • Work Remote Agreement Policy Form – AC endorsed 05/21/26 	
7:25 – 7:30 PM	Acceptance of Financial Reports <ul style="list-style-type: none"> • Monthly Financials – March & April 2026 (Action Needed) – AC endorsed 05/21/26 	
7:30 – 7:40 PM	Dane County Office Mortgage Payment (Action Needed) – AC endorsed 04/16/26	

OPERATIONS COMMITTEE REPORT

NOTIFICATION	General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> • April and May 2026 Meetings Held • Programmatic & Funding Reports <ul style="list-style-type: none"> ○ Grant Reports – OC approved 04/02/26, 05/07/26 ○ Program Reports • 2026 Fund Development Plan Progress <ul style="list-style-type: none"> ○ 2025 CAC Annual Report 	Sarah Butz
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EXECUTIVE DIRECTOR REPORT

7:40 – 7:45 PM	<p>State of the Agency Updates</p> <ul style="list-style-type: none"> • Customer Satisfaction Data • Programmatic Reports: Highlights, Outcomes Analysis & Program Adjustments • Board Roundtables 	Meghan Mietchen
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CAC STAFF PRESENTATION

7:45 – 8:00 PM	<p>Housing Security: Family Services Programming</p> <ul style="list-style-type: none"> • Reducing School Mobility / Safe and Stable Homes • Early Childhood Zones • On-Site Supportive Services 	Alissia Wright
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8:00 PM	Announcements & Adjournment	Samantha Wendt
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NEXT CAC BOARD OF DIRECTORS MEETING:

THURSDAY, JULY 23, 2026

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