

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, AUGUST 20, 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	Call to Order - Roll Call - Agenda Review <i>Materials: 08.20.26 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	Approval of Minutes 07.16.26 Administration Committee Meeting Minutes (Approval Action Needed) <i>Materials: 07.16.26 Administration Committee Meeting Minutes</i>	Jennifer Andrews
12:10 – 12:25 PM	Finance Report - The Fiscal Five - Executive Director Purchase Requests Log - Presentation of New Financial Dashboard	Tim Prodel
12:25 – 12:35 PM	- Monthly Financial Reports – June 2026 (Endorsement Action Needed) - Monthly Financial Reports – July 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> <i>Materials: Financial Reports – 06.2026, – 07.2026</i>	
12:35 – 12:40 PM	Personnel Report HR Overview: Organization Chart & Personnel Updates <i>Materials: HR Overview – 08.2026</i>	Meghan Mietchen
12:40 – 1:10 PM	CLOSED SESSION - Approval of Minutes (Action Needed) - Personnel Report Discussion	Meghan Mietchen
1:10 – 1:20 PM	Organizational Chart Organizational Chart (Action Needed)	Meghan Mietchen
1:20 – 1:30 PM	Annual Employee Insurance & Benefit Renewal P&Ps (Action Needed)	Samantha Wendt
1:30 PM	Announcements & Adjournment	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 09/17/26 12:00 – 1:30 PM

- Employee Reference Policy
- Uplands – Next Steps
- Endowment Fund Use Policy

Chair of Administration

Jennifer Andrews

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