

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, SEPTEMBER 17, 2026
12:00 – 1:30 PM

VIRTUAL

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

12:00 – 12:05 PM	Call to Order - Roll Call - Agenda Review <i>Materials: 09.17.26 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	Approval of Minutes 08.20.26 Administration Committee Meeting Minutes (Approval Action Needed) <i>Materials: 08.20.26 Administration Committee Meeting Minutes</i>	Jennifer Andrews
12:10 – 12:15 PM	Finance Report - The Fiscal Five - Executive Director Purchase Requests Log	Tim Prodel
12:15 – 12:20 PM	Monthly Financial Reports – August 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 – 08.2026</i>	
12:20 – 12:25 PM	Personnel Report HR Overview: Organization Chart & Personnel Updates <i>Materials: HR Overview – 09.2026</i>	Meghan Mietchen
12:25 – 12:40 PM	2026 Risk Assessment <i>Materials: 2026 Risk Assessment Presentation</i>	Meghan Mietchen
12:40 – 1:30 PM	CLOSED SESSION (Action Needed) - Approval of Minutes - Personnel P&Ps Discussion - Compensation and Benefits Study	Lindsey Karls and Meghan Mietchen
1:30 PM	Announcements & Adjournment	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 10/15/26 12:00 – 1:30 PM

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

Chair of Administration

Jennifer Andrews

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CAC Officer Manager

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