

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, FEBRUARY 19, 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 | Mike Wineke | Emily Lessner

12:00 – 12:05 PM	<p>Call to Order</p> <ul style="list-style-type: none"> Roll Call Agenda Review <p><i>Materials: 02.19.26 Administration Committee Meeting Agenda</i></p>	Jennifer Andrews
12:05 – 12:10 PM	<p>Approval of Minutes</p> <ul style="list-style-type: none"> 01.12.26 Administration Committee Meeting Minutes (Action Needed) <p><i>Materials: 01.12.26 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:15 PM	<p>Finance Report</p> <ul style="list-style-type: none"> The Fiscal Five Executive Director Purchase Requests Log 	Tim Prodehl
12:15 – 12:30 PM	<ul style="list-style-type: none"> Monthly Financial Reports – December 2025 (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> FY25 Closeout Overview <p><i>Materials: Financial Reports – 12.2025</i></p>	
12:30 – 12:35 PM	<p>Personnel Report</p> <ul style="list-style-type: none"> HR Overview: Organization Chart & Personnel Updates <p><i>Materials: HR Overview – 02.2026</i></p>	Meghan Mietchen
12:35 – 12:45 PM	<ul style="list-style-type: none"> The Employer Group Agreement for HR Services <p><i>Materials: CAC & The Employer Group Agreement</i></p>	
12:45 – 12:50 PM	<ul style="list-style-type: none"> Lease for Office Space in Jefferson 	
12:50 – 1:30 PM	<p>Updated Personnel P&Ps</p> <ul style="list-style-type: none"> Appropriate/Inappropriate Hugging (Endorsement Action Needed) Corporate Credit Card Agreement (Endorsement Action Needed) <p><i>Materials: Updated CAC Personnel P&Ps Documents</i></p>	
1:30 PM	Announcements & Adjournment	Jennifer Andrews

Next Meeting: THURSDAY 3/19/26 12:00 – 1:30 PM

Chair of Administration
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