

Community Action Coalition for South Central Wisconsin, Inc.
Board Meeting Minutes
April 25, 2019
CAC Madison, Red Room
1717 N Stoughton Rd
Madison, WI 53704
6:00 pm – 8:00 pm

1. **Board Chair, Cathy Ness, determined a quorum present and called the meeting to order at 6:07 pm.**
2. **Board members present:** Cathy Ness, Samantha Wendt, Kelsi Schultz, Larry Nelson, Linda Ketchum. Kirk Lund and Carousel Bayrd joined the meeting by phone. Kirk then asked to be excused due to an illness in the family. Cathy determined a quorum was still present without Kirk and excused him.
3. **Consent Agenda**
 - A. There were three additional items under the President's report added to the agenda just prior to the meeting. **Linda/ Jennifer moved to approve the agenda with these additions. Motion carried.**
 - B. There was discussion on the hiring of a Fund Development Specialist. **Jennifer/ Larry moved to approve the minutes from the Executive Committee meeting on March 25, 2019.**
4. Jennifer Andrews reported that finances were business as usual and that the Audit committee had met earlier in the week for the presentation of the Financial Audit where it was reported that CAC was in a good financial position and no findings were reported.
 - A. **Larry/ Linda moved to approve the January and February Financial Reports. Motion carried.**
 - B. **Jennifer/ Kelsi moved to accept the 2018 Financial Audit. Motion carried.**
5. Samantha reported that the Fundraising Committee has been meeting regularly. They are planning another fashion show for October. They met with the Program Leaders to get a "wish list" and they are searching for a sponsor for the Gleaning Program. There was lengthy discussion on the impact of the Get to Know functions.
6. Jim reported that Kirk and Stephanie have been meeting. There has been turnover, however it is down 2% from the previous year. The Personnel Policy manual has been undergoing review and any changes will need to be run through the committee.
7. Jim reported for David Ahrens, in his absence on the PP&D Committee. The main topic for PP&D will be the Community Needs Assessment. Jim reported that the only employee with the capacity to do the CNA is him, so he will be spearheading the CNA report.
8. **Executive Director's Report**
 - A. David V is coordinating the development of a systematic approach for collecting, analyzing and reporting customer satisfaction data to board. This is a CSBG requirement that we have fallen short on in other years.
 - B. There was lengthy discussion on the development of a strategic plan. It will need to be done by an outside facilitator. **Larry/Kelsi moved to approve up to \$5000 to hire a facilitator to create a strategic plan.**

- C. Cathy announced that Gumaro had resigned from the board. There was lengthy discussion on board recruitment and the need to fill vacancies.
- D. Jim stated that an attorney is currently reviewing the bylaws.
- E. There was lengthy discussion on the purchase of a building in Jefferson. The board would like to tour the building and get clearer numbers of expenses and see current lease agreements.
- F. There was also discussion on the Uplands. If we sign away rights to the project, it will remain affordable housing but us withdrawing is contingent on CDBG forgiving the loan that we had taken out with them.

Linda/Kelsi moved to authorize Jim to withdraw from the Uplands Project provided that CDBG can forgive the loan that is attached to the project. Motion carried with Carousel abstaining due to possible conflict.

9. President's Report

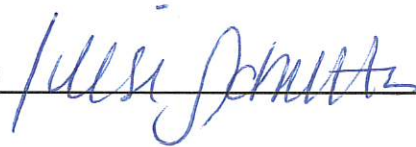
- A. Annual Meeting will be on May 30th at the VFW.
- B. Cathy announced that she will not be able to continue as Board President. Kelsi will be contacting other members to find who is interested in serving as officers.
- C. There was discussion on having a succession plan in place for board presidents This may be addressed as the Bylaws are reviewed.

10. Next Meeting Dates

- A. *Thursday, May 30, 2019 (Annual Meeting) Dane County*
- B. Thursday June 27, Jefferson County
- C. Thursday August 22, Waukesha County

11. Linda/ Kelsi moved to adjourn at 8:10 PM

Accepted by Kelsi Schultz, Secretary



Date

27 June 2019