

Community Action Coalition for South Central Wisconsin, Inc.
Board Meeting Minutes
June 27, 2019
CAC Watertown
114 E Main Street
Watertown, WI 53094

1. **Board President Samantha Wendt called the meeting to order at 6:02 PM.**
2. **Attendees introduced themselves to prospective low-income board member, Chara Taylor.**

Board Members Present: David Ahrens, Jennifer Andrews, Linda Ketcham, Kirk Lund, Larry Nelson, Cathy Ness (by phone) Kelsi Schultz, Samantha Wendt.

Guests: Chara Taylor (by phone)

Staff: Jim Schroeder, Mari Ulatowski, David Vobora

3. **Consent Agenda**
 - A. **Larry/Kirk moved to approve the agenda. Motion carried.**
 - B. **Jennifer/ Larry moved to approve the minutes from the April 25, 2019 meeting. Motion carried.**
4. **President's Report**
 - A. Chara introduced herself and explained her qualifications and desire to be a Low-Income Representative for Dane County. **David A/ Linda moved to seat Chara as a Low-Income Representative for Dane County. Motion carried.**

There was discussion about the process for appointing Low-Income Representatives to the Board.

Samantha then presented 3 applicants for the Board from Jefferson County.

Larry/David moved to appoint Misti Hawn as a Low Income Representative for Jefferson County. Motion carried.

There was more discussion about the process for seating new Board members, including whether it would be proper to seat more members than the number set forth in the Bylaws. **Larry/ David A moved to suspend the bylaws to increase the number of Board members. Motion carried, (one opposed).**

Larry/ Kirk moved to appoint Jill Johnson as a Jefferson County Private Sector Representative. Motion Carried.

It was decided that the remaining application be submitted to the current Low- Income Appointment Committee for approval later, possibly by email vote.

- B. Samantha reported that she received a resignation from Emily Campbell. Jim stated that there is a possible recruit for the position. Samantha also received a response from Daniel Simms stating his intention to remain on the Board. She also reported that there has been no response from Barbara Anderson. **Larry/ Linda moved to unseat Barbara Anderson according to section 4.2 in the Bylaws. Motion carried.**
 - C. Kelsi reported that she had 6 people respond to the survey and the current time was best for most. It was suggested that the members contact Kelsi with their ability to attend a meeting within 48 hours of receiving the agenda.
 - D. Samantha explained that she will begin to incorporate Board Training and ROMA Training into each meeting to meet CSBG Organizational Standards requirements.
5. **Executive Director's Report**
 - A. Samantha and Jim are looking at organizing a strategic planning session in October.
 - B. The first wave of Board recruitment has been completed.
 - C. The review of the Bylaws by an attorney is in progress.

- D. Jim updated the board on the building purchase. The board would like to act but feel they need more information. It is recommended that Jim consult with an attorney and schedule a meeting with the Executive Committee for next month.

Larry/Kirk moved to enter closed session to discuss personnel issues.

Larry/ Jennifer moved to exit closed session.

6. Finance Committee Report

- A. Jennifer/Linda moved to approve the March, April and May Financial Reports. Motion Carried.
B. Jennifer and Jim explained that CAC will be reviewing the accounts with First Business Bank.

7. Plans, Programs and Development Committee Report

- A. David V. invited members to participate in the PIT Count on July 24th
B. The ad hoc Community Needs Assessment Committee will meet Tuesday, July 2nd at 9:00 AM.
C. David distributed a copy of CSBG Organizational Standards
D. Kelsi and Sam will participate in a mock interview for the CSBG visit.

8. Personnel Committee Report

- A. Jim and David V explained the need for a Program Analyst position. **Linda/ Kirk moved to approve an analyst position for up to 50,000 a year salary. Motion carried.**
B. **Larry/ Chara moved to approve the end of the year closing dates for December 23rd through January 1st. Motion carried.**

9. Fundraising Committee Report

Jim reported that the new Fund Development Specialist left shortly after starting for another position they had applied to. The position was posted immediately. The Get to Know events are postponed indefinitely because of the vacancy.

10. Next Meeting Dates

- A. Thursday, August 22, Waukesha County, Waukesha State Bank
B. Thursday, October 24, Dane County, CAC Office
C. **Thursday, December 19th, Jefferson County, TBD**

11. Larry/ Kelsi moved to adjourn at 8:35 PM

Accepted by Kelsi Schulz, Secretary



Date

11 Sep 19