

Community Action Coalition for South Central Wisconsin, Inc.

Board Meeting Agenda

Thursday, December 12, 2019

6:00 pm – 8:00 pm

President, Samantha Wendt called the meeting to order at 6:08 PM.

Board Members present in person: David Ahrens; Kirk Lund; Bernie Gonzalez; Jill Johnson; Linda Ketcham; Samantha Wendt. President.

Board Members present by phone: Sabrina Ware; Kelsi Schultz, Secretary; Daniel Sims; Chara Taylor-Henning.

Staff present: David Vobora; Tim Prodell; Mari Ulatowski

Notified Absent: Betty Groenewald, Larry Nelson, Jennifer Andrews, Kathleen Busler, Carousel Bayrd.

Not notified absent: Misti Hawn.

(Due to some members being late to join it was agreed to move the Executive Director's report to the beginning of the agenda. At 6:12 a quorum was present, and the meeting continued according to the agenda.)

Executive Director's Report: David Vobora reminded the board that there is a constant flow of grant applications until May. He presented the results of the Customer Satisfaction Survey and the Employee Satisfaction Survey.

David V reported that the CSBG audit was completed but he will not receive the results until January or February.

David V. gave a review of the Stamp Out Hunger food drive. He was presented with an ultimatum to provide bags for this year's food drive. While we are not the only agency who benefits from this drive, we do receive an exceptional amount of food through it. David has asked a donor for financial assistance in purchasing bags and it is hopeful the donor will come through.

David V. reported that there is a small tractor that will be donated to the Community Garden's program since CAC has no need for it and it has depreciated past saleable value. Community Gardens is a program that once was funded as a CAC program.

There was lengthy discussion regarding the mixed up first names in the Annual Appeal letter that had gone out.

David A/ Kirk moved to accept the minutes of the October 24th meeting. Motion approved.

Finance Committee Report: Tim Prodell presented the October Financial Reports. **David A/ Daniel moved to approve the October Financials. Motion Approved**

Tim presented the 2018 990. **David A/ Kirk moved to accept the 2018 990 as presented. Motion approved.**

The board discussed giving the employees an end of year gift of \$50.00. **David A/ Kirk moved to approve a monetary gift of \$50 for each employee. Motion carried.**

David A/ Linda moved to enter closed session at 6:53 PM

David A/ Kirk Lund moved to exit closed session at 7:44 PM

Tim presented the proposed 2020 Budget and clarified that there is funding set aside in this budget for a wage and compensation study. **Jill/ David A mover to accept the proposed 2020 Agency Budget as presented. Motion approved.**

Personnel Committee Report: Kirk Lund presented the board with the current pension policy and reviewed discussion by the Personnel Committee. **Chara/ Sabrina moved to reaffirm the pension policy as stated in the Personnel Policy Manual. Motion approved.**

PP&D Committee Report: Daniel and Samantha presented the two surveys that were drafted by the PP&D committee. **Linda/ Jill moved to accept these drafts and move forward with the distribution. Motion approved.**

President's Report: David A/ Kirk moved to defer the Bylaws discussion to the January meeting. **Motion carried.**

There was no Orientation/ Training update due to time constraints.

Sabrina/ Chara moved to adjourn at 8:00 PM