

CAC September Board Meeting Minutes (09/24/2020)

- President, Samantha Wendt called the meeting to order: 6:01 PM
 - **CAC Staff Present on Zoom:** Amber Duddy, Oliver Soler
 - **Board Members Present on Zoom:** Carousel Barrett, Chara Taylor, Jill Johnson, Kirk Lund, Linda Ketcham, Betty Groenewold, Misti Hawn, Larry Nelson, Samantha Wendt, Sabrina Ware
 - **Board Member Applicants Present on Zoom:** Kate Gillespie, Julie Spitzack, John Vogt
- Recommendation of appointments
 - **The motion to appoint Linda Ketchum to low income sector committee was made by Larry Nelson motioned, seconded by Chara Taylor, and unanimously approved by the board members present.**
 - **The motion based on presidential recommendation to appoint John Vogt, Kate Gillespie, and Julie Spitzack to the CAC's Board of Directors was made by Larry Nelson, seconded by Chara Taylor, and unanimously approved by the board members present.**
 - **The motion to appoint Katie Gillespie to the PP&D Committee was made by Linda Ketcham, seconded by Chara Taylor, and unanimously approved by the board members present.**
 - **The motion to appoint Julie Spitzack to the Finance Committee was made by Chara Taylor, seconded by Sabrina Ware, and unanimously approved by the board members present.**
 - **The motion to appoint John Vogt to the Fundraising Committee was made by Linda Ketcham, seconded by Betty Groenewold, and unanimously approved by the board members present.**
- 2019 CAC 990
 - **The motion to approve the CAC's 2019 990 was made by Larry Nelson, seconded by Linda Ketcham, and unanimously approved by the board members present.**
 - Discussion: Previously approved by the audit committee before coming to the full board, this is not mandated by the bylaws. Motion had been pushed to this meeting in order to expedite the process
- Finance Committee Update
 - Chair absent, Larry Nelson gave report
 - **The motion to approve June and July finance Reports was made by Larry Nelson, seconded by Chara Taylor, and unanimously approved by the board members present.**
 - Approval credit card policy
 - Policy has been approved by Personnel and Finance Committees
 - Policy would be put in personnel handbook, finance handbook, and signed by card holding members of CAC's staff every year, if approved by the board.
 - **The motion to approve the credit card policy and to allow the CAC to move forward with a \$50,000 limit US Bank Credit Card was made by Chara Taylor, seconded by Larry Nelson, and unanimously approved by the board members present.**
- PP&D Committee Update
 - Chair absent, Amber Duddy gave the update

- Personnel Committee Update
 - Given by Amber Duddy due to chair's absence
- Executive Director report
 - **The motion to approve the CSBG Desk Audit and 2021 Plan was made by Larry Nelson, seconded by Linda Ketcham, and unanimously approved by the board members present.**
 - Customer Service Survey
 - Having one is CSBG organizational standard
 - CAC is working on updating it
- Announcement
 - Due to the amount of meeting materials, our board books are extremely dense. It is important that board members review materials before a meeting
 - Board orientation
 - Amber will send a survey out
 - Open to new and old board members
- Adjournment
 - **Chara Taylor motion to adjourn the meeting, Larry Nelson seconded the motion, and all board members present unanimously approved the motion.**
- Meeting adjourned at 8:03 PM