

CAC Board of Directors November Meeting Minutes (11/19/2020)

- Meeting Called to order at 6:06 PM
- **CAC Board Members Present:** Bernie Gonzalez, Chara Taylor, Jennifer Andrews, Jill Johnson, Katie Gillespie, Kelsi Schultz, Kirk Lund, Larry Nelson, Linda Ketchum, John Vogt, Julie Spitzack, Samantha Wendt
- **CAC Staff Present:** Amber Duddy, Jeanette Petts, Oliver Soler, and Stephanie Isaak

- **Motion to approve the July board meeting minutes with a spelling correction made by Linda Ketchum, Jennifer Andrews seconded, and approved unanimously by all board members present except for John Vogt who abstained.**
 - Motion carried
- **Motion to approve the September meeting minutes with the amendment to strike the approval of the July meeting minutes and correcting the spelling of 'Spitzack' made by John Vogt, seconded by Kelsi Schultz, and unanimously approved by all board members present.**
 - Motion passes unanimously
- President's Report
 - Board member recruitment
 - Misty Hawn resigned from the board today (11/19/2020), therefore we have four vacant positions
 - The Madison Mayor's office appointed an individual to serve on the board
 - 2021 Board Meeting Schedule
 - **Motion to approve the 2021 board meeting schedule made by Larry Nelson, seconded by Linda Ketchum, and unanimously approved by all board members present.**
 - Motion passes unanimously
- Finance Committee Report
 - **Motion to approve the August and September Financial Summaries made by Jennifer Andrews, seconded by Chara Taylor, and unanimously approved by all board members present.**
 - Motion passes unanimously
 - Jennifer Andrews gave an update on Uplands' Financial Records and the Agency's credit card
- PP&D Committee Report
 - Kelsi Schultz gave a presentation on the agency grant guide, ROMA correction process, and Koats for Kids
- Fundraising Committee Report
 - Bernie Gonzalez and Amber Duddy gave the committee report

- **Motion to approve the 2019 Annual Report made by Linda Ketchum, seconded by Bernie Gonzalez, and unanimously approved by all board members present.**
 - Motion passes unanimously
- Personnel Committee Report
 - Amber Duddy discussed the benefits structure for 2021 and suggested M3 as an insurance broker. Discussion of what percent of staff premiums the agency should cover ensued.
 - **Motion to maintain 100% coverage of the premium for individual coverage and offer family coverage with 75% of the premium covered by the agency made by Larry Nelson, seconded by Linda Ketchum, and unanimously approved by all board members present with the exception of one opposition by Kelsi Schultz**
 - Motion passes
 - **Motion to leave the current SEP-IRA retirement plan and move into a collaborative retirement agreement with WISCAP and other CAA's made by Julie Spitzack, seconded by Jennifer Andrews, and unanimously approved by all board members present**
 - Motion passes unanimously
 - Amber Duddy presented the agency's new organizational chart
 - **Motion to approve the new organizational structure as presented by Amber Duddy in the meeting materials made by Samantha Wendt, seconded by Chara Taylor, and unanimously approved by all board members present**
 - Motion passes unanimously
- **Motion to enter a closed session made by Linda Ketchum, seconded by Samantha Wendt, and unanimously approved by all board members present.**
 - The board entered a closed session
- Executive Director Report
 - Amber Duddy led a discussion on the sale of CAC's Watertown building
 - **Motion to approve and acknowledge the sale of the Watertown property for \$80,000 on 12/7/2020 made by Larry Nelson, seconded by Chara Taylor, and unanimously approved by all board members present**
 - Motion passes unanimously
 - Amber Duddy lead a discussion on the sale of CAC's Madison facility, CAC's new intake process, and the customer satisfaction survey
 - **Motion to adopt the customer satisfaction survey with a statistical report at each board meeting made by Samantha Wendt, seconded by Kirk Lund, and unanimously approved by all board members present**
 - Motion passes unanimously
 - **Motion to allow the end of the year gift to be for staff to pick out two merchandize items with the agency's logo on it made by Samantha Wendt,**

seconded by Linda Ketchum, and unanimously approved by all board members present

- Motion passes unanimously
- **Motion to adjourn made by Julie Spitzack, seconded by John Vogt, and unanimously approved by all board members present**
 - Motion passes unanimously
- Meeting adjourned at 8:03 PM