

Community Action Coalition for South Central Wisconsin, Inc.
Board Meeting Minutes
Thursday, October 24, 2019
6:00 pm – 8:45 pm

Board Members Present: David Ahrens; Jennifer Andrews, *Treasurer*; Kathleen Busler; Bernie Gonzalez; Jill Johnson; Linda Ketcham; Kirk Lund; Larry Nelson, *Vice President*; Kelsi Schultz, *Secretary*; Daniel Sims; Sabrina Ware; Samantha Wendt, *President*

Board Members by Phone: Carousel Bayrd; Chara Taylor

Board Members Notified Absent: Misti Hawn

Guests: Betty Groenewald

Staff Present: Stephanie Isaac; Mari Ulatowski; David Vobora

President, Samantha Wendt called the meeting to order 6:04 followed by introductions for the guest.

Kelsi/Daniel moved to accept the minutes from the meeting on 8/22/19. Motion approved unanimously.

Samantha/ David A. moved to appoint Betty Groenewald to the CAC Board of directors and appoint her to the Personnel Committee. Motion carried unanimously.

Finance Committee Report

Jennifer Andrews presented a report of the Finance Committee and presented the statements from June, July, August, September. **Jennifer/ Chara moved to accept the June, July, August and September financial statements. Motion carried unanimously.**

Jennifer reviewed the 2020 budget process with the board, updated the board on the implementation of the new financial software and informed the board on the status of the Uplands Project.

Fundraising Committee Report

Samantha updated the Board on the status of Fund Development Specialist and the Board discussed reasons for the difficulty in retaining an employee in this position. Samantha reported that there will be an Annual Appeal letter; David V and Mari will work to get this completed.

Personnel Committee Report

Kirk presented the Personnel Policy. **Kirk/ David A. moved that the board acknowledge the completion of the legal review of the Personnel Policy Manual and accept the updated Personnel Policy with the understanding that additions and rewrites are still needed. Motion approved unanimously.**

Kirk presented the Organizational Chart/Staffing Patterns and there was discussion on the vacancies.

PP&D Committee Report

Daniel Sims walked the Board through the CNA work plan. He reported that the first survey is due to go out by December. **David A/ Linda moved to accept the plan. Motion approved unanimously.**

David V presented the 2020 CSBG application. **Linda/ Kirk moved to accept the 2020 CSBG application. Motions approved unanimously.** CSBG Board Member Monitoring Survey Surveys were passed out and Sam encouraged everyone to complete if they had not.

Program Update

David V. presented the board with the current state of the programs at CAC. David presented the Customer Satisfaction Report results to the board.

President's Report

Jennifer/ Kirk moved to accept the attorney review of the CACSCW Bylaws. Motion approved unanimously.

Samantha reported on the progress of the Bylaws review and the Ad Hoc Bylaw Committee.

Samantha discussed forming a committee to recruit, mentor and orient board members more consistently and effectively.

Samantha explained the postponement of strategic planning session due to the delay of the CNA.

Samantha told the members to watch for dates for a Board Training.

At 8:15 PM Larry/ David A moved to enter closed session.

David/ Kirk moved to adjourn at 9:20 PM.