

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
JANUARY 23, 2013**

Present: Mary Behling, Greg Engelstad, Eddie Pahuski, Kristin Peppey, Tim Krueger, Bernie Nikolay, Tim Bolger, Jim Womble, Denise Stenklyft, Steve Struss, and Kris Frey. Also present: Bridgette Hermanson, Executive Director.

1. Public Comments: Public comments were heard, mainly in regards to the Cambridge Food Pantry and Resource Center.

Five minute break

2. Approve December & January Meeting Minutes: Kris Frey moved to approve the November meeting minutes as written; seconded by Bernie Nikolay. All approved.

3. Chairperson's Report:

Mary hasn't heard from Connie Anderson yet regarding the revisions to the proposed contract with the School District. She will contact her again.

4. Food Pantry:

See January update regarding Pantry. Bridgette has set up an on-line volunteer registration system. Volunteers can now sign up on-line on at CAP website under the food pantry tab. CAP has received 6 applications for the food pantry coordinator position and has extended the application deadline until 1/25/13. Pastor Dan Dibbert of Grace Lutheran Church has agreed to be on the interview committee and Bridgette will ask a couple of pantry volunteers to participate as well.

The next community café will be hosted by the Dip for Dozer committee and friends on February 7. Volunteers are always welcome.

Blue Jay Backpack will go out this week for K-4 through 12th grade.

Bridgette was asked to include food pantry survey results on the agenda for February. Hopefully, the new coordinator will be present at such meeting and can be a part of the conversation regarding the future vision of the pantry. Additionally, we will discuss ideas presented by community members in the public comments.

5. Financial Committee:

At the November board meeting it was decided to set up a financial committee to meet monthly or bi-monthly. Duties would include helping with budget, reporting to the board, and helping to answer public questions and comments. Potentially, they would report to the school board three times per year. Eddie Pahuski, Kris Frey and Tim Krueger volunteered to be on this board. Jill Ball asked if a community member could be on this committee. The Board agreed to discuss such an idea. Bridgette will develop a job description for next month to discuss possibility of community member. Tim Krueger made a motion to approve a financial committee. Jim Womble 2nd the motion. Motion approved.

6. Exit Interview Policy:

Bridgette had previously done this on a rather informal basis, meeting with an employee after resignation and going over several employment related questions. She had just started this after attending a leadership conference. Bernie stated that if you have a lot of employees, you should offer a survey and on the last line, offer to hold an exit interview if employee so desires. Bridgette handed out an exit questionnaire/interview form that came from Bernie. After much discussion on when to offer an interview, Bernie suggested giving the employee the choice of when to complete the questionnaire and then offering him or her the opportunity for a formal interview by so noting on the bottom of the exit interview form. Bridgette was asked to put together a draft policy to be reviewed at the next meeting.

7. Director's Report:

Bridgette had sent out the Director's Report earlier and a copy will be attached to the minutes. She highlighted the following items:

First, a welcome to Chad Holpfer, the new Recreation Supervisor.

Second, Jordan, a UW student, has done some work over the past couple of weeks to follow up on the venture development plan. One thing Jordan has suggested is that we show the depreciated value of our assets on our balance sheets and in the budget. Mark Cook asked what the benefit of doing that would be for a non-profit organization. Eddie responded that he felt it would help the Board and Bridgette to better and fully understand what these programs cost. The question was then raised as to what the minimum value for an asset should be before we include it in the depreciation schedule. CAP probably only has 10 items at \$500 or more in value, so \$500 seems like a reasonable amount. The board would like to see two sets of the report – assets with and without depreciation so they can compare them and make a decision if this would be useful.

Third, Bridgette has been awarded a scholarship to attend the Indiana Leadership Conference from April 14-17. This conference fits within the budget.

Fourth, the board was given a set of proposed ground rules for CAP meetings and they will vote on them at next month's meeting.

Finally, CAP has been named as a recipient of the “Standing up for Rural Wisconsin Schools, Libraries and Communities Award.” In 2013, only 9 entities in the State received this award, which is presented by the Department of Public Instruction annually for outstanding connections between organizations and the rural communities, schools, and libraries they serve. A reception will be held at the Concourse Hotel in Madison on February 1 with the award ceremony to follow in the Capitol Building Rotunda.

9. Next Meeting Date:

Next meeting will be held on Wednesday, February 27 at 6:00 p.m. in the District Office.

Kris Frey made motion to adjourn; seconded by Jim Womble. Motion passed.