

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
FEBRUARY 27, 2013**

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

1. Public Comments None.
2. Approve January Meeting Minutes Kris moved to approved both January 11 and January 23 meeting minutes as written; seconded by Tim Bolger. All approved.
3. Food Pantry Nancy Brattlie was present as the new Food Pantry Coordinator. Interviews were held on February 6 & 7 by the interview committee which consisted of Bridgette, Pastor Dan Dibbert of Grace Lutheran, and volunteers Avis Mueller and James Dittloff. Nancy began last Monday, she and Bridgette toured Second Harvest and the CAC on Tuesday. They met with Chris Brockel at the CAC and had many questions answered. Kris suggested getting a picture of Nancy up on the website; Bridgette mentioned they plan to also do an article in the Cambridge News and put a picture in the upcoming summer brochure. Discussion of the future and vision of the food pantry was had. Bridgette presented a handout with key issues that came forward in the January board meeting, as well in the community survey. First, an advisory board was suggested, and, after much discussion of the role of an advisory board and the make up of such board, Jim suggested extending an invitation to the donors and volunteers to discuss this further. Mary suggested also extending an invitation to the churches. The advisory board could serve as community ambassadors for the Food Pantry. Greg suggested having a dinner or hors d'oeuvres, allowing for networking and team building. However, after much discussion about an advisory board, all agreed to let Nancy get her feet wet first and let the idea of an advisory board incubate for a few months. Second, expansion of the current Food Pantry. It was suggested at the January meeting that CAP expand the Food Pantry to include clothing, housing resources, gas assistance, etc. However, based on feedback and the survey results, all felt CAP should not take the lead role in these areas, but rather be a supporting partner for other agencies, churches, etc that already fill this need, if anything. Again, it was agreed that we need to give Nancy a chance to become acclimated with her position. Tim K. also noted that we need to be careful with Nancy's time and allow her to focus on the Food Pantry, as to not stretch her too thin with meetings and other responsibilities. The Board thanked Nancy for attending and welcomed her to CAP.
4. Chairperson's Report Mary reported that she, Eddie and Bridgette had worked with attorney Connie Anderson to develop a contract which outlines current operating procedures between the district and CAP. The contract was presented

- to the board and all members were given time to read through it. Kris made a motion for the draft contract to be presented to the school board with a provision from Bernie regarding timing of Fund 80 request. Denise seconded the motion. Tim Krueger, Bernie Nikolay and Greg Engelstad abstained from voting. Motion carried. Mary also presented the board with a bill from attorney Connie Anderson for working on the contract. Kris made a motion to pay the bill; seconded by Kristin. Motion passed.
5. Moved to Closed Session to Review Personnel Matters Greg made the motion to closed session; seconded by Bernie. Motion passed; board moved to closed session to discuss two recent exit interview conducted by the CAP Board Personnel Committee. Motion made and seconded to return to open session; all approved.
 6. Insurance Policy Update Bridgette and Mary met with Charlie Hoffman of Amundson-Hoffman Insurance Agency to review his policy quote. They discussed unbundled insurance policies vs. bundled insurance policies (which is what the CAP currently has with Charlie through West Bend). After much discussion and review of the prepared proposal, it was decided it was best to keep the bundled insurance policy. After review, the cost difference between the two proposals came down to less than \$200, with a total annual premium with West Bend being approximately \$11,162. Kris made a motion to keep the CAP insurance with Amundson Hoffman Insurance; seconded by Tim K. Motion passed.
 7. Financial Committee Update Kris put together a document as first draft of responsibilities and roles of the financial committee. Board reviewed and made some initial revisions. Tim K. noted that the committee really needs to focus on long term planning – 3-5 years out. Eddie mentioned this was a good start; the financial committee will attempt to hold a planning meeting prior to the next CAP Board meeting. Bridgette will make revisions to document and resend to the financial committee.
 8. Exit Interview Policy Bridgette presented an exit interview policy for Board review. It was decided to include terminated employees in the policy. Minor edits to the policy were made. Tim B. made a motion to accept the exit interview policy with changes made; seconded by Kris. Motion passed.
 9. Policy Review Bridgette would like the board to review the employee manual. First policies to be reviewed included the Sexual/Workplace Harassment, Background Checks, and Confidentiality policies. Board members offered suggestions for revisions; others will email revisions to Bridgette. Bridgette will update these three policies based on feedback and bring back to next meeting. Mary noted that recently there was a question regarding the privacy act and she wanted to share that an exception to the privacy act is to share such information

with the police for purpose of investigation. Bridgette also noted that the background checks will need to be complied with at the Food Pantry.

10. Directors Report See attached.

11. Next Meeting Date Next meeting will be held Wednesday, April 3 at 6 pm in the District Office.

12. Adjourn Denise motioned to adjourn; seconded by Tim B. Motion passed.