

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
April 3, 2013**

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

1. Public Comment None.
2. Approve February Meeting Minutes Eddie moved to approved, seconded by Kris; motion passed.
3. Chairperson's Report Nothing additional to agenda items.
4. Move to closed Session for Discussion on School/CAP Contract Update Kris motioned to enter into closed session, seconded by Bernie; all approved.
5. Return to Open Session Jim motioned to return to open session, seconded by Kris; motion carried.
6. Community Café Menu/Volunteers The CAP Board and staff will host the May 2 Community Café. A menu of pulled pork and chicken was decided on. A sign-up sheet with volunteer times and donations was distributed. Anyone wishing to help, please contact Bridgette.
7. Financial Committee Update Kris shared the revised document which outlines the duties of the financial committee. The committee has not yet had an opportunity to meet to discuss logistics such as bank statement review or credit card approval. Currently, these responsibilities are taken care of by Mary. After review and discussion Kris made a motion to approve document, seconded by Tim B., motion carried. Bridgette also presented the 2012 year end finances in their usual manner, plus a version including the depreciation of assets. After some discussion, it was agreed that right now for presentation purposes, the summary of just the actual expenses should be used, but the financial committee will take a look at how to best include depreciation in future reports.
8. Policy Reviews Board continued to review employee policies.
 - a. Confidentiality Mary would like to add "or exceptions allowed by the privacy act," to reflect what is allowable by law.
 - b. Background Checks Ok as revised.
 - c. Sexual Harassment Ok as written.

- d. Pay Procedures Ok, offered minor revision.

Eddie made a motion to accept policies with recommendations, seconded by Jim; motion approved. Began discussion on CAP Employee Discount policy. Bridgette would like to revise and encourage employee wellness initiatives and increase employee knowledge of programs and services. Bridgette will revise and bring to next meeting for further discussion.

9. Directors Report – Report attached. Bridgette also added that Karly Frey will be interning with CAP this summer for her degree program. She will get experience in all areas of CAP. Additionally, Bridgette informed the board that Bernie put together a nice report looking at the asset survey results from 2003, 2006 and 2011 for Cambridge. It highlights a significant improvement over the years and Bernie credits some of this to the efforts of CAP. Bridgette will forward the report to the Board.
10. Next Meeting Date Scheduled for May 15 at 5:30 pm

Motion to adjourn by Kris, seconded by Eddie; motion carried.

