

CAMBRIDGE COMMUNITY ACTIVITIES BOARD
ANNUAL BOARD MEETING
JUNE 17, 2013

Present: Tim Bolger, Steve Struss, Jim Womble, Kristin Peppey, Eddie Pahunski, Kris Frey, Mary Behling, Tim Krueger (left early) Absent: Denise Brattlie, Greg Engelstad and Bernie Nikolay.
Other: Bridgette Hermanson, CAP Executive Director, Lesli Buehler, CAP Recreation and Aquatics Director and Jody Wilke, CAP Park, Recreation and Youth Director.

Mary called the meeting to order.

1. Public Comments: None.
2. Approve May Meeting Minutes: Eddie moved to approve minutes of the May board meeting. Kris seconded. Motion passed.
3. Presentation on the Historical Structure of CAP: Ron Dayton and Mark Cook were in attendance to provide some historical information regarding the initial formation of CAP. They discussed that the original idea for CAP had arisen from the school's concerns regarding how to better engage youth in community and recreational activities year round and to decrease some of the alcohol and drug problems the school was facing. The idea of a recreation program fit with the district's vision to increase community assets through the ability to use Fund 80 for financial support. Since Fund 80 is available for community activities only, it is separate from Fund 10, which is for school activities only. Accordingly, the school district was able to fund, for example, the pool, through Fund 80 without hurting academic needs and to take over the Youth Center, which had been a separate entity trying hard to remain afloat. The School District was not interested, or in a good position, to take on the management of a recreational program, but since Fund 80 allows for separate operations and separate governance, they designated a CAP Board of Directors to oversee the management and control of the program, including the employees. The Director's position was posted as a school district employee position under the supervision and management of the CAP Board. Some years later, Sally Zentz went to a conference and realized the language in the employment contracts of Bridgette, Lesli and Jody should be revised to better state the relations between those employees, the School District, and CAP. At that time, some language changes were made to reflect the School Boards' intention that the directors were to be paid as School District employees with WRS and benefit packages, under the supervision and management of the CAP Board.
4. Chairperson's Report: No report.
5. Election of Officers: Kris moved that Mary be nominated as President and Kirstin be nominated as Secretary and that nominations be closed. Eddie seconded the motion and it was unanimously passed. Mary and Kristin accepted such positions for the upcoming year.

6. Finance Committee Recommendations: Eddie, Kris, and Bridgette reviewed April's bank statements. Because the program has now been operating for ten years, the finance committee is recommending an outside audit. The quotes received have been between \$4,500 and \$5,500. Motion by Steve Struss to authorize finance committee to review proposals and select an audit company, not to exceed \$6,000.00. Jim Womble seconded, motion carried.
7. Fund 80: The State Joint Finance Committee has frozen the Fund 80 levy for the 2013-2015 school years. Further information was sent to the board, but can also be found at <http://wsaa.org/saainfo/wp-content/uploads/2013/06/JFC-Education-Motion-060513.pdf>. Bridgette has discussed this with Kathy Davis and feels CAP will see an impact in years to come and CAP should continue to monitor the situation closely.
8. Director's Report: See attached. Additional items include: 10 Year Anniversary Party – September 14th – Community Event at the Park.
9. Policy Review: Rules of Conduct policy was reviewed. Mary suggested a minor change in grammar bullet. Eddie brought up privacy and workplace violence. Kris made a motion to approve the policy with the correction to the spelling/typo in bullet 5. Eddie seconded. Motion passed.
10. Other items: Discussed unusual personnel situation this past year due to coverage for maternity leave, staff turnover, and continuing services support. Vacation days were not used due to extra hours/days committed to cover CAP services. Steve made a motion to allow carryover of these days or be paid out for them. Jim seconded. Motion passed.
11. Move to Closed Session for Discussion on School/CAP Contract Update and meeting with School Board. Eddie moved to go into closed session to discuss the School/CAP Contract update. Kris seconded the motion and it was unanimously approved.
12. Return to open session – possible action on School/CAP Contract. Jim moved to return to open session. Kristin seconded the motion, and it was unanimously approved. No action taken.
13. Adjourn. Motion to adjourn by Steve, seconded by Kris. Motion passed.

Next meeting: July 17th at 5:30 pm in the District Office.