

CAP Board Meeting

Agenda 07-17-2013

5:30 PM District Office Conference Room

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

1. Call Meeting to Order: Mary Behling called the meeting to order.
2. Public Comments: None.
3. Website Proposal: Two companies made proposals. Tim Krueger made a motion to accept the 3 Cycle Media proposal. Jim Womble seconded motion. Motion passed. Bridgette Hermanson requested the project be paid for from the money market account. Eddie made a motion to take money from the money market to pay for the new CAP website. Jim Womble seconded. Motion passed.
4. Previous Meeting Minutes: Eddie made the motion to accept June 17 meeting minutes. Jim Womble seconded. Motion passed. Eddie then made the motion to accept the June 26th meeting minutes. Jim Womble seconded. Motion passed.
5. Chairperson's Report: No Report.
6. Review CAP 2012 Form 990: Eddie made the motion for the approval of form 990 as presented and stated. Tim Bolger seconded. Motion passed. Kristin suggested now that the Finance Committee is set up, the committee chairperson should sign the 990. This seemed correct to the Board. Therefore, Kris Frey will now sign as the second person on such form as the Chairman of the Finance Committee.
7. Move to Closed Session: Jim Womble moved to enter closed session for purposes of discussing the District Contract. Eddie seconded. Motion passed.
8. Return to Open Session: Eddie made a motion to return to open session. Jim Womble seconded. Motion passed. Mary Behling was charged with contacting the CAP Board attorney for additional information and no action was taken
9. Finance Report: Bridgette Hermanson reported that the Finance Committee elected to work with Wagner and Associates for an audit. She is now in the information gathering stage and will work to schedule site visits in August/September. Irene Severson, CAP accountant with Drews Tax Plus, and Bridgette are meeting to work on audit documents needed. A draft report of the audit will be presented to the CAP board before final recommendations are made.

10. Whistle Blowing Policy: Minor grammatical changes and clarifications were suggested. Tim Bolger made the motion to accept whistle blowing policy with such changes. Eddie seconded. Motion passed. Discipline policy also needed some simple clean up and clarifications. Jim Womble made motion to accept discipline policy with changes made. Kristin Peppey seconded. Motion passed.

11. Director's Report: See Attached.

12. Other Items: Discussed economic development meeting.

13. Next Meeting Date: The next meeting date is August 14, 2013, at 5:30 p.m. at the District Office.

14. Adjourn: Tim Krueger made a motion to adjourn. Jim Womble seconded. Motion passed.