

CAP Board Meeting

11-20-13

5:30 PM District Office Conference Room

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

Mary called the meeting to order.

1. Public Comments: None.
2. October Meeting Minutes: Steve moved to approve; Jim seconded; motion approved.
3. Chairperson Report: School Board met on Monday night and voted to approve the CAP/District Contract. Bernie supplied Mary with a copy of proposed employment contracts for Lesli, Jody, and Bridgette. Mary has not had time to review and would like to do so prior to signing the CAP/District Contract. Tim K. made motion to approve the School District/CAP contract contingent upon employment contracts between the school district and the Directors being finalized. Steve seconded with the amendment to have personnel committee review. Motion passed.
4. Finance report: Bridgette reported the current credit card is not yielding a reward and she would like to look for a new company to earn rewards towards future CAP purchases. Board agreed this is a good idea and Bridgette will move forward with an application. All accounts have been reconciled.
5. Audit Update: Auditors will be coming next month to meet with us. Between now and then, everyone was asked to read over audit draft and, if there is anything specific to address, to let Bridgette know in advance of next meeting.
6. 2014 Budget Proposal: Bridgette presented the proposed 2014 budget. The Finance Committee already met to review in depth with Bridgette, Lesli, Chad and Jody. After discussion, it was decided that it may make sense to put some Food Pantry monies in a Money Market account, which would accrue some interest, to have on hand in the event of an emergency rather than just carrying those funds in the general account. Kris will explore options and bring to December meeting. The Board will have a second read of the budget and approve in December.

7. Policy Review: The Money Handling Policies and Procedures were reviewed. Several suggestions were made; Bridgette will make changes. Jim motioned to approve with suggestions made; Eddie seconded, motioned passed.

8. Directors Report: See attached. In addition, Bridgette reported that she was recently a part of the interview team for the new Director of Business Services for the District. She was glad to be a part of it and believes an exceptional candidate was hired.

9. Next Meeting Date: December 18 at 5:30 pm

10. Adjourn: Steve motioned to adjourn and Kris second; motion approved.