

## CAP Board Meeting

1-22-14

5:30 PM District Office Conference Room

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

1. Call Meeting Order. Mary called the meeting to order at 5:35.
2. Public Comments: None.
3. Approve December Meeting Minutes. Steve moved to approve the Minutes, Kris seconded the motion, and it was unanimously passed.
4. Chairperson Report. Mary reported that the three Directors' Contracts with the School District have been finalized and signed. Accordingly, she and Kristin will now sign the Agreement between CAP and the School District to complete that matter.
5. Officials Discussion. Bridgette spoke with other recreational programs and received mixed responses. After a discussion of the matter, Eddie moved to continue as we have been doing in regards to all officials. Kris seconded the motion and it was unanimously approved.
6. Audit Discussion. Bridgette presented the updated information from the auditors. This should close out the audit and they will provide Bridgette with updated printed reports.
7. Finance Report. Eddie and Kris have approved all check book statements received this month. No further action on the Certificates of Deposit yet. Bridgette reported that we are receiving points on the new credit card.
8. Policy Review – Safety and Emergency Policies and Procedures. After some discussion, it was agreed that Bridgette should divide the policy into two sections, one for general safety measures and the other for emergency policies and procedures, then review the finalized document with a member of the Cambridge EMS, then bring it back next month for one final review.
9. Director's Report.
  - a. Bridgette advised that the Blue Fins swim coach and Masters Swim coach has recently resigned. Hannah Peppey coached the Blue Fins meet last Friday and Lesli will seek a new hire.
  - b. Bridgette presented her written report dated January 15, 2014, which is attached, and highlighted a few matters.
  - c. Bridgette reported that Kristine Reich has been hired as the new Administrative Assistant and is doing very well so far.

10. Other Items.

- a. Bridgette reported that the School District is looking to produce a video through Silver Water Productions, LLC, and that they offered to update our video at the same time at a reduced cost. The Board Members supported the idea, as it would fit into the budget.
- b. Steve reported that he was approached recently with some negative misconceptions about CAP and he wondered if we should consider some new proactive ways to provide information. Bridgette has recently started a blog through the website, and we agreed to think about other ideas and discuss this further at the next meeting.

11. Next Meeting Date. The next meeting was scheduled for February 19, 2014, at 5:30 p.m. at the District Office.

Steve moved to adjourn, Jim seconded the motion, and it was unanimously approved.