

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM  
BOARD MEETING  
May 20, 2015**

Present: Steve Struss, Mary Behling, Eddie Pahuski, Peter VanDenEinde, Tracy Smithback-Travis, and Bernie Nikolay. Also present: Bridgette Hermanson, Executive Director. Absent: Greg Englestad, Kris Frey, Jim Womble, Tim Bolger, and Kristin Peppy.

- I. Call Meeting to Order: Mary called the meeting to order.
- II. Public Comments: None.
- III. Approval of April Meeting Minutes: Steve made a motion to accept the minutes. Eddie seconded. Motion passed.
- IV. New Member Welcome. Tracy Smithback-Travis was welcomed as the newest Board member. Tracy is a member of the School Board and was appointed as the liaison member for that Board.
- V. Chairperson Report: Mary reported that an extension was filed by the accountant for the Form 990 until August 15, 2015. She also offered the Board's congratulations to Bridgette on completing her graduate degree with highest honors.
- VI. CACFP Review: Bridgette reported that our program was recently audited and passed with one requirement, which was the formal reading of the following statement at a Board meeting:

The Child and Adult Care Food Program (CACFP) provides nutritious meals and snack to infant and children as a regular part of their day care.

CACFP reimburses centers at free, reduced-price, or paid rates for eligible meals and snacks served to enrolled children, targeting benefits to those children most in need. Centers must provide USDA approved foods and meal patterns as a part of the program.

In 2014, CAP CARE received just under \$3100 in reimbursement for meals and snacks. Each day, staff keep track of the amount of food consumed by the children. This number is reported to the CACFP monthly and the reimbursement amount is determined.

- VII. New Logo Update: Bridgette reported that they have been working on developing a new logo since January and have several to present, with one that all of the staff members like the best. Several logos were presented and discussed and the final consensus was to go with the one staff was recommending.
- VIII. Finance Committee Report: Kris was not present, but Bridgette reported that the checking account statement have all been reconciled, just not yet signed

off by the committee. Bridgette presented the updated Cambridge CAP donation report Jan. 1- date. Eddie moved to approve all donations over \$1,000 appearing on such form. Peter seconded and the motion was approved. Bridgette will now present a statement of donations on a monthly basis for review.

- IX. Director's Report: Attached. In addition, Bridgette advised the Board of recent increases to aquatics pay rates and the impact on the budget. Bernie refrained from the Board discussion due to the conflict of his son being an aquatic employee. Bridgette also advised the Board that she and Lesli will be attending the NRPA Congress September 16-18, 2015. They are both volunteering 10 hours which cuts the cost of the Congress registration fees. Finally, she noted that they were having an "all staff training" event on May 30. They will be going over policies and procedures at Ripley Park in the morning and then adjourning to the High School for bubble soccer in the afternoon.
- X. Next Meeting Date: The next meeting is scheduled for June 17, 2015, at 5:30 at the District Office. This will be the Annual Meeting and Mary will send out a reminder of the items to be discussed at such meeting.
- XI. Adjourn: Eddie made motion to adjourn. Peter seconded. Motion passed.

*These Minutes are not final until approved by the Board.*