

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
October 21, 2015**

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

- I. Call Meeting to Order - Mary called the meeting at 5:35 pm noting a quorum was present at such time
- II. Public Comments – None.
- III. Approval of August Meeting Minutes – Jim made a motion to accept September meeting minutes. Bernie seconded, and motion was unanimously approved.
- IV. Chairperson Report – Executive Director’s Maternity Leave- Mary reported that Bridgette will take 12 weeks of leave. Bridgette plans to do a division of duties with Lesli, Jody, and Chad covering for her during her absence. She plans to utilize Nate more and hire additional part time coverage to assist with those persons’ duties. Additionally, she plans to have each one attend a monthly board meeting in her absence. (Lesli, Jody, and Chad) She is working on a full list of her duties and the appropriate coverage for each and will present more information at a later meeting.
- V. Finance Committee Report – Donation Report – Donation Report- Received two \$2,500 donations for the Food Pantry. Steve made a motion to accept donations. Kris seconded, and motion was unanimously approved.
- VI. Budget Presentation- Bridgette presented the budget, noting that the budget had been presented to the Finance Committee previously. One major change noted is we will not be mailing brochures to all saving money. The plan is to mail a postcard announcing the brochure is ready and encouraging people to go online, or pick up brochure at selected locations. After reviewing the budget and discussing same, Kris made a motion to accept budget. Bernie seconded, and the motion was unanimously approved.
- VII. May Community Café – Bridgette wanted to confirm that the CAP Board and staff were still set to host the May café as in years past. All agreed and discussed tacos since it will be Cinco de Mayo.
- VIII. CAP Vehicle Update- Bridgette reported that a 2009 Chevy Silverado Crew Cab with 61,000 miles was purchased from Wilde at below the budgeted price. Additionally, we received \$300 trade-in for van.

Bridgette proposed changes to the current Company Vehicle Policy. Changes were discussed and Eddie made a motion to accept the new policy as amended. Tracy seconded; motion passed.

- IX. Director's Report – Attached. Additionally, the board offered congratulations to Bridgette on her award.

- X. Other Items –
 - A. Bernie reported that the District and CAP moved forward with the purchase of a Kromer utility tractor.
 - B. Chad, Lesli, Jody, and Bridgette are going to the Wisconsin Park and Recreation annual conference. Bridgette's award will be presented to her at such conference.
 - C. Steve mentioned there were concerns over supervision and cleanliness of the warming house, concessions, and restrooms. Bridgette will clarify terms in new agreement.

- XI. Next Meeting Date – The next meeting was scheduled for November 18, 2015, at 5:30 p.m. at the District Office.

- XII. Adjourn – Steve moved to adjourn; Tracy seconded, motion carried.

These Minutes are not final until approved by the Board.