

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
November 18, 2015**

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

- I. Call Meeting to Order – Mary called the meeting to order at 5:35.
- II. Public Comments – None.
- III. Approval of October Meeting Minutes – Steve made motion to accept October Meeting Minutes. Kris Seconded. Motion Passed
- IV. Chairperson Report – Bridgette’s leave will likely begin the end of January, which is sooner than expected. Bridgette met with Lesli and Jody to review the tentative plan and duty assignments. Both Lesli and Jody will schedule office time in Bridgette’s office while she is gone.
- V. Finance Committee Report -
 - A. Kris reported all accounts were reconciled.
 - B. Steve mentioned a decrease in Village Funding of \$1,000 to Youth Center, from \$5,000 to \$4,000. However, Bridgette reported that the current amount received is \$4,000. Steve will double check, but believes the decrease will not happen then.
 - C. Donation Report- No donations over \$1000
- VI. EMS Grant Opportunity— Bridgette reported that the EMS has asked CAP to act partner with it and to be the actual recipient of a wellness grant which they are applying for because the EMS is not a 501(c)(3) organization. CAP is a fitting organization because of the collaboration that is already taking place with the Cambridge Wellness Collaborative. Bridgette wants to check with the accountant prior to agreeing to be the fiscal sponsor to make sure there will be no unexpected financial or legal ramifications to CAP. Kris made a motion to proceed with grant sponsorship contingent upon satisfactory response from accountant. Eddie seconded. Motion passed.
- VII. Director’s Report – See attached.
- VIII. Other Items –
 - A. Westside Park- Bridgette attended the Village Water and Sewer meeting to discuss use of the West Side Park concession stand. She

reported that skate and equipment give away is going to occur the night of the Christmas ham giveaway, which is December 16. CAP will not be operating the concession stand this year and will direct any groups wanting to utilize it to the Village of Cambridge.

- IX. Next Meeting Date – The next meeting was scheduled for December 16, 2015, at 5:30 p.m. at the District Office.
- X. Adjourn – Steve made motion to adjourn; Tracy seconded. Motion passed.

These Minutes are not final until approved by the Board.