

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
February 17, 2016**

Present: Eddie Pahuski, Tim Bolger, Mary Behling, Peter VanDenEinde, Steve Struss, Kris Frey, and Kristin Peppy. Also present: Chad Holpfer, Recreation and Fitness Director, appearing on behalf of Bridgette Hermanson in her absence. Absent: Jim Womble, Bernie Nikolay, Tracy Smithback-Travis, and Greg Englestad.

- I. Call Meeting to Order - Mary called the meeting at 5:35 p.m. noting a quorum was present at such time
- II. Public Comments – None.
- III. Approval of January Meeting Minutes – Eddie made motion to approve January meeting minutes. Peter seconded, and motion was unanimously approved.
- IV. Chairperson Report – Mary noted the arrival of TJ Hayes Hermanson on February 15, 2016, and the commencement of Bridgette’s maternity leave as of that date. In addition, Mary reported that the annual income tax return for CAP will be due while Bridgette is on maternity leave, but she and Bridgette feel that it would be best to file for an extension and wait to have that filed after Bridgette is back and can check the numbers. Everyone agreed that made sense.
- V. Finance Committee Report. – Kris reported that all checking account statements received since the last meeting have been approved. Chad presented the donation reports showing 1 donation over \$1,000. Kris moved to approve the donation, Eddie seconded, and the donation was unanimously approved.
- VI. Director’s Report – Chad presented the Director’s Report, attached, and provided highlights and answered questions. He indicated that the staff feels comfortable with the plan that was set up for Bridgette’s absence and does not anticipate any significant issues.
- VII. Next Meeting Date – It was agreed not to schedule a Board meeting in March due to numerous conflicts of Board members. Chad will email the Director’s Report to everyone in mid-March and Mary will call a special meeting if anything comes up. Accordingly, the next meeting was scheduled for April 20, 2016, at 5:30 p.m. at the District Office.
- VIII. Adjourn – Eddie moved to adjourn; Kris seconded, motion carried.

These Minutes are not final until approved by the Board.