

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
Sept. 27, 2017**

Present: Bernie Nikolay, Mary Behling, Jody Wilke, Kristin Peppy, Tim Bolger, Jim Womble, Eddie Pahuski, and Tracey Smithback- Travis. Also present: Lesli Rumpf, Interim Executive Director. Absent: Steve Struss, Kris Frey, and Peter VanDenEinde.

- I. Call Meeting to Order - Mary called the meeting to order at 5:30 p.m.
- II. Public Comments – No one present from the public.
- III. Approve August Meeting Minutes – Jim moved and Tim seconded to approve August meeting minutes. Motion was unanimously approved.
- IV. Chairperson’s Report – Mary reported that there had been a glitch with the filing of the 2016 W-2 forms. We must e-file them now due to the number of forms and we had filed them by mail. A penalty was imposed, but Kristine immediately filed an appeal. A waiver was granted and the penalty was reimbursed. Also, the School Board voted to approve the levy request at the annual meeting.
- V. Finance Committee Report – Donation Report – (a) Lesli brought up that the credit card is in Bridgette’s name and in order to transfer it into Lesli’s name, they wanted her personal information. Apparently, it had always been tied to Bridgette’s personal information. We definitely don’t want that to be the case, so Lesli was asked to look into finding a business credit card that would still give cash rewards. Lesli and Chad both have cards currently so there is no rush on this.
(b) There were no donations over \$1,000.
(c) Jim provided a summary of the current financial situation. All accounts are solvent and there were no significant changes.
(d) Lesli was asked to look into the cost of replacing the sidewalk between the U-shaped driveway and the food pantry door. It does not work well with shopping carts and is getting beat up.
- VI. Director’s Report – This item was moved up so that Lesli could leave as she did not need to attend the remainder of the meeting. A copy of the Report is attached. Bernie then advised Lesli and the Board that the Policy Committee for the School Board is proposing minor revisions to the Policy between the School Board and CAP to allow for more flexibility. He will provide a copy when that is complete. He also noted that the large gym is out of commission due to water damage and is expected to be functional by October 15.

- VII. Move to Closed Session for Review of Applications for Executive Director Position– Eddie moved and Jim seconded to move into closed session for review of applications for the Executive Director Position. Motion was unanimously passed. Mary left the room during the closed session due to a conflict.
- VIII. Move to Return to Open Session – Jim moved and Eddie seconded to return to open session. Motion was unanimously approved. Mary rejoined the meeting.
- IX. Replacement Process for Executive Director – Bernie reported that the Board has chosen 4 candidates for interviews. He presented a proposed interview schedule and procedure which was agreed upon by the Board. All interviews will be held on October 18, 2017. Following all interviews, the interview teams will come together to discuss the candidates and next steps.
- X. Next Meeting Date – The next meeting will be held on October 25, 2017, at 5:30 p.m. at the District Office.
- XI. Adjourn – Jim moved and Tim seconded to adjourn. Motion carried.

These Minutes are not final until approved by the Board.