

CAP Board Meeting

Minutes 10-25-17

5:30 PM District Office

Present: Bernie Nikolay, Tim Bolger, Kris Frey, Mary Behling, Jody Wilke, Jim Womble, Peter Van Den Einde, Kristin Peppy, Eddie Pahuski Also present: Lesli Rumpf, Interim Executive Director. Absent: Steven Struss, Tracy Smithback-Travis

- 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 September Meeting Minutes – Eddie moved and Kris seconded to approve the September meeting minutes. Motion was unanimously approved.
- IV. Chairperson’s Report – Nothing that was not on the agenda.
- V. Resignation of Mary Behling and Discussion of Replacement Process – As previously advised by Mary, she is resigning as a Board member effective by the end of the year or when a replacement is appointed, whichever is sooner. She advised the Board tonight that she would like to step down as Chair immediately so that the new Chair could get started while she was still on the Board and could assist with the transition as needed. She asked the Board to select a new Chair tonight if possible or as soon as that could be done, if not tonight. Discussion was held and Jim made a motion to nominate Eddie as Chair and Bernie seconded it. Kris then made the motion to close the nominations and Tim seconded that. The motion to close nominations was then voted on and passed with Eddie abstaining. The vote on electing Eddie as the Chair was taken and passed with Eddie abstaining. Lesli was directed to advertise the CAP Board vacancy in the newspaper as well as if the board knows of anyone to recommend, please do that as well. Eddie then took over chairing the meeting.
- VI. Finance Committee Report – Donation Report – (a) Kris reported the fund balances and a summary of the current finances.
 - (b) There were no donations over \$1000
 - (c) Research on new credit cards was completed by Lesli and there is a credit card available through United Community Bank, specifically for non-profits and municipalities. It has a \$99 annual fee, 1% cash back, can have up to 3 cards. Discussion was had on who the authorizing representative on the card would be (Eddie or Executive Director)
 - (d) Discussion was also had in regards to what authorizing signatures would need to be changed from Mary to Eddie. Eddie will work with Lesli to see what authorizing signatures Mary is on and for Mary to transfer off and Eddie transfer on. Also, the mailing address for the some CAP documents is the Chairperson’s specific mailing address. This could be transferred to Eddie’s home or Po Box address. Lesli will check into that.

- VII. Discussion of and Possible Appearances re Instructor Contract – No one was present from the public.
- VIII. Move to Closed Session for Discussion of Personnel Matter and Instructor Contract Issue – Bernie moved and Jim seconded the motion to move to close session for review of personnel matter and instructor contract issue. Motion was passed.
- IX. Move to Return to Open Session and Possible Action on Closed Session Matters - Jody moved and Peter seconded the motion to return to open session. Motion passed. Eddie entertained a motion to answer the karate school instructor’s email. Jim made a motion and Jody seconded. Motion passed. Eddie will take action to draft a letter to the karate instructor. Discussion was had in regards to CAP’s current independent contractor’s contracts to include a 30 day review, severance pay vs. no severance pay, code of conduct, and social media policy.
- X. Director’s Report – Lesli has been in contact with a few concrete companies to look into methods to address the uneven sidewalk outside the food pantry. It is possible that we may be able to grind the sidewalks smooth rather than replacing. Lesli will investigate further.
- XI. Move to Closed Session Discussion of Exec. Director Position Interviews and Status of Hiring Process- Jim moved and Kris seconded to move to closed session to discuss the Executive Director Position Interviews and Status of hiring. Motion passed.
- XII. Move to Return to Open Session - Jim moved and Bernie seconded to return to open session. Motion passed.
- XIII. Possible Vote to Approve Contract for New Executive Director – Jim moved and Bernie motioned to offer the Executive Director position to Lesli Rumpf with a starting salary of \$58,000 per year. Motion carried with Mary abstaining. Eddie and Bernie were asked to offer the position to Lesli and if she accepted, to contact the other candidates and communicate the results.
- XIV. Next Meeting Date – The next meeting will be held on Wednesday, November 15, at 5:30 p.m. at the District Office.
- XV. Adjourn – Kris moved and Jody seconded to adjourn. Motion carried.

These Minutes are not final until approved by the Board.

Mission ~ The Cambridge Community Activities Program encourages and promotes life-long wellness by providing a variety of high-quality recreational activities, learning opportunities, aquatics programs, and services to the broad Cambridge area community.

Connecting people, improving lives, building community.

