

**CAP Board Meeting**  
**Minutes 11-15-17**  
**5:30 PM District Office**

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

- I. Call Meeting to Order - Eddie called the meeting to order at 5:30 p.m.
- II. Public Comments – No one present from the public.
- III. Approve October Meeting Minutes – Jim moved and Peter seconded to approve the October meeting minutes. Motion was unanimously approved.
- IV. Chairperson’s Report – Eddie has started to go through process of working with Mary and Lesli to find out and change all the paperwork and signatures that he will need to take over which includes bank accounts, taxes and Department of Financial Institutions (DFI). Eddie has already completed the on-line signature/address change on the DFI site. Eddie and Lesli will continue working on the changes.

Lesli and Eddie discussed having Lesli as the authorized representative for the new credit card and agreed Lesli is the appropriate authorized representative due to her role. Lesli and Chad will be card holders for the new card.

Jessica Stenklyft submitted a letter of interest for the CAP board vacancy. After discussion Bernie made a motion to nominate Jessica Stenklyft for the new board member position effective at the December board meeting. Jody seconded and the motion passed.

- V. Finance Committee Report – Donation Report – (a) Kris reported the fund balances and a summary of the current finances.  
(b) There was one donation over \$1000. The donation was for the Food Pantry in the amount of \$2500 from Phil Vasby. Steve made a motion to accept the donation and Jim seconded. The motion passed. Lesli will send Phil a thank you note for his generosity.
- VI. Budget Presentation- Lesli presented the first read of the 2018 CAP budget. Discussion included the challenges we are facing in pool staffing as well as comparable pay scales in the area. During the finance budget review meeting, the finance committee directed Kathryn to look into what it would cost to get the pool staff at a more competitive wage. Lesli presented the wage comparisons, recommendations for changes, and the impact on the aquatics budget. Ideally, the changes would be implemented in January and is selective rather than across the board increases. Discussion also included raising fees to which had been done 2 years ago. Lesli reported that the pool is right in line with other area facilities. When

discussing the youth athletics budget, Lesli reported that CAP would not be having a softball concession stand this year. CAP has lost money again on the softball concession stand in 2017. CAP will let other organizations know ahead of time about this change in case they would like to run the concession stand on their own.

- VII. Directors Report – see attached
- VIII. Move to Closed Session for Discussion of Cap Care Director replacement and Status of Hiring Process- Jim moved and Peter seconded the motion to move to close session for Discussion of CAP Care Director replacement and Status of Hiring Process. Motion passed.
- IX. Move to Return to Open Session Discussion of Cap Care Director replacement and Status of Hiring Process – Kris moved and Jim seconded the motion to return to open session. Motion passed. Eddie asked for a motion to ask Lesli to move forward with CAP Care restructuring and hiring CAP Care Coordinator as well as posting of Administrative Assistant per option 2 presented in closed session. Kris made the motion and Jim seconded. Motion passed.
- X. Next Meeting Date – The next meeting will be held on Wednesday, December 13 at 5:15 pm in the District Office
- XI. Adjourn – Kris moved and Peter 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.