

CAP Board Meeting

Agenda 2/21/18

5:30 PM District Office

Present: Bernie Nikolay, Steve Struss, Jody Wilke, Peter Van Den Einde, Kristin Peppey, Jessica Stenklyft, Tim Bolger, Tracy Smithback-Travis (via phone) and Eddie Pahuski. Also present:

Lesli Rumpf, Executive Director

Absent: Jim Womble, Kris Frey

- I. Call Meeting to Order - Eddie called the meeting to order at 5:30 pm.
- II. Public Comments – No one present from the public.
- III. Approve January Meeting Minutes – Steve moved to accept the January meeting minutes and Bernie seconded. Motion was unanimously approved.
- IV. Chairperson’s Report – Eddie reported that all banking changes to list himself at the Chairperson have been completed along with fingerprinting for Cap Care.
- V. Finance Committee Report – Donation Report – (a) Steve reported all fund balances and that accounts are in good condition. (b) Steve presented donations with no donations reported over \$1000. There were many smaller donations in January all to the Food Pantry. (c) The two Badger Bank CD’s are rolling over as of February, 2018.
- VI. Director’s Report – Lesli and Eddie presented the new directors report format which included a graph of the total number of times individuals participated in a CAP program during the month of January. The total for the month was 6,488 participants. The Cambridge Pool reported the highest number of 2,679 visits. Lesli shared the proposed CAP Services Agreement to which she drew up based upon surrounding areas agreements and CAP’s current agreement. Lesli presented two bids for replacing the Food Pantry side walk and both bids were very close. Steve made a motion to accept Jacob Wegner Enterprises, LLC bid for the contract amount of \$3,140. Bernie seconded the motion. Motion was unanimously approved. With the Lake Ripley Ride and the Try Cambridge Tri approaching Lesli was seeking help from the board to potentially have a volunteer ambassador. This position would help in the recruiting of volunteers. Jessica pointed out that this would be a lot for one person to handle. Eddie asked Lesli if she could provide a template email that each board member could use to invite additional volunteers for the events. The board agreed they would assist in recruiting. Lesli will keep the board apprised of where vacancies are for those events. Lesli and Eddie discussed the potential of having “15 minute program reviews” with the CAP Directors/Coordinators at future CAP board meetings. These reviews would give the board a more in depth understanding of the programs as well as an opportunity to use their expertise in helping with any challenges facing the programs. Chad Holpfer will present next month in regards to Ripley Park. Lesli reported that she would be presenting the CAP 2017 annual report

at the next District of Cambridge school board meeting on Monday, March 19. Lesli also reported the CAP Spring/Summer brochure will be out and available for registration on Monday, February 26.

- VII. Move to Closed Session to Discuss Contractor Action – Jody made a motion to move to closed session regarding contractor action. Tim seconded the motion and it was unanimously approved.
- VIII. Move to Return to Open Session – Bernie made a motion to return to open session. Peter seconded the motion and the motion carried.
- IX. Next Meeting Date- The next meeting will be held on Wednesday, March 21 at 5:30 pm in the District Office.
- X. Adjourn – Peter moved and Jody seconded to adjourn. Motion carried.

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.*

