



CAP Board Meeting

Agenda 6/16/2020

5:30 PM - Virtual via Zoom Link

<https://us02web.zoom.us/j/81821720882?pwd=YW1McM91U1poblNXaFZqTTVvbk9CQT09>

Meeting ID: 818 2172 0882

Password: 5B9xwu

Present (Virtual): Jody Wilke, Peter Van Den Einde, Eddie Pahunski, Bernie Nikolay, Katie Jeffery, Joe Brady, Tim Bolger, Tracy Travis, Greg Wagner, Jess Stenklyft, Kris Frey Also in attendance: Lesli Rumpf

- I. Call Meeting to Order: Eddie called the meeting to order at 5:32 pm.
- II. Public Comments: No one present from the public.
- III. Approve April Meeting Minutes: Kate made a motion to approve the April meeting minutes and Tracy seconded. The motion was unanimously approved.
- IV. Election of Officers: Eddie nominated Jody Wilke to remain as CAP BOD secretary for 2020-2021. Jody accepted the nomination. No other nominations were submitted. Joe motioned to have Jody as the secretary and Katie seconded. The motion was unanimously approved. Bernie nominated Eddie for the CAP BOD president for 2020-2021. Eddie accepted the nomination. No other nominations were submitted. Bernie made a motion to have Eddie as the President and Peter seconded. The motion was unanimously approved.
- V. Review/Appoint Committees: Bernie, Jody, Peter and Eddie (Chairperson of the committee) were appointed as the Personnel Committee. Kris (Chairperson of the committee), Eddie and Jess were appointed as the Finance Committee.
- VI. Review/Sign Conflict of Interest & Confidential Information Statement: The majority of the BODs signed the conflict of interest and confidential information statements electronically. Jody, Joe, Tim, Kris, and Peter still need to complete. Lesli will email it out to them tomorrow for completion. Lesli will then print all records and file them.
- VII. Review and Possible Action of Amendments to By Laws: Eddie reviewed and submitted the following updates to the By Laws:

Section 2.4 Notice of Meeting – There was a duplication in wording. New wording is simplified. Also, noted that a special meeting could be called with a time and place within one hour of the meeting.

Section 3.2 Board of Directors – Update to allow the Executive Director to solicit for BOD positions if no one expressed interest. Removal of the 60-day nomination period.

Section 7.2 Addition of Conflict of Interest Statement – The members of the BOD acknowledge that they may experience situations where personal business dealings or interest may impact CAP. In all matters related to CAP, directors shall avoid any and all dealings or interests where personal benefit may create a conflict.

Section 8.1 Personnel Committee – Changing language to include 3 or more directors may serve on the committee if interested.

Section 8.2 Finance Committee - Changing language to include 3 or more directors may serve on the committee if interested.

Joe made a motion to approve the changes to the By Laws and Kris seconded the motion. The motion was unanimously approved.

- I. Discuss Evaluation for Executive Director and Salary Recommendation for all Directors: The personnel committee met prior to board meeting to review the past year and the performance evaluation for Lesli, the Executive Director. Lesli received praises from several Board Directors. Falling in line with the School District, the personnel committee is recommending for the CAP administration (Executive Director) to receive a salary freeze. Discussion also included allowing the CAP Directors to receive a 2.5% increase to which mirrors the School District support staff and teachers annual increase. Kris made a motion to make no change to the Executive Directors salary and allow for the CAP Directors to receive a 2.5% increase in their salaries. Greg seconded the motion and it was unanimously approved. Lesli will need to work with the School Board to get the CAP Directors salary increases approved.
- II. Finance Committee Report:
 - Donation Reports – Lesli reported the following donations over \$1,000 to which need approval: John & Pat Lounds - \$2,000, Tim & Debra Walton - \$2500, Your Cause LLC - \$1050, Enbridge - \$1000, Town of Christiana - \$2500, Cambridge Area Lions Club - \$2400. All donations needing approval were for the Food Pantry. Kris motioned to approve the donations and Joe seconded. The motion was unanimously approved.
 - PPP Loan & Payroll Update – Lesli reported that some legislative changes were made to the PPP loan to which now allows for the payroll funds to be used for up to 24 weeks. The funds should cover CAP payroll until the second week of July.
 - Notification of Final Draw from Fund 80 – Lesli reported that CAP would be making the final draw of the Fund 80 levy prior to July 1, 2020.
- III. COVID-19 Response Update: Lesli reported the Fitness Center and Pool will reopen in early July. The pool will be lap swimming only, minimal fitness classes and no

swim lessons. The Fitness Center will open with 50% capacity which would be a maximum of 20 people. All participants will sign the COVID-19 waiver prior to return. Ripley Park is open and has seen a lot of traffic. Things are running well. CAP CARE is open and adjusting sanitary procedures to best fit the participants and staff while maintaining safety. The Food Pantry is considering modifying the pick-up times as it is a quicker process now. As of July the pick up times would be from 5:30-6:30 pm.

- IV. Directors Report: The Ripley Park Improvement Project is going well and expected to continue for 4-6 weeks to help with the water retention issue. The project includes a will native wetland and access road to the beach. Cap Care received \$5,000 from 4-C through the Dane County initiative and \$4,900 from the state to reimburse families for the time that the daycare was closed as well as fund payroll for child care centers. Lesli is considering making a small change to the employee discount policy for Cap Care employees whose children attend Cap Care during the summer. The Food Pantry remodel is going well and on track to move in August.
- V. Next Meeting Date: Tuesday, July 21 at 5:30 pm virtually.
- VI. Adjourn: Eddie made a motion to adjourn and Tracy seconded. The motion was unanimously approved.

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.*

