



CAP Board Meeting
Special Meeting

Agenda 4/2/2020

5:30 PM - Virtual via Zoom Link

<https://zoom.us/j/562579517?pwd=S0F6MEVzeHg3TjZKODBBdFFQRVUzQT09>

Present (Virtual): Eddie Pahunski, Tim Bolger, Jessica Stenklyft, Bernie Nikolay, Tracy Smithback-Travis, Katie Jeffery, Greg Wagner
Absent: Joe Brady, Jody Wilke, Peter Van Den Einde
Others: Lesli Rumpf, Kathryn Jenkins, Kristine Reich, Mandy Hollis

- I. Call Meeting to Order: Eddie called the meeting to order at 5:30 pm.
- II. Public Comment: No one present from the public.
- III. COVID 19 Response:
 - Community Needs & Support Team - Lesli discussed the purpose of the Community Needs & Support Team which consists of Lesli Rumpf, Tony Reynolds, Kristin Gowan and Kerry Marren. The team has created multiple contact methods for community members to reach out for assistance and also ways for community members to also help and volunteer.
 - Food Pantry – As of March 23 all Food Pantry volunteers were put on leave for their safety and protection. The Cambridge community has been very generous in their food donations as well as monetary.
 - Cap Care - Lesli reported that per state orders Cap Care can technically open to Tier 1 and Tier 2 families. Mandy put out a survey to Cap Care families to see which families would need care. This was about 10-15 families. At this point, there is only 1 other district offering care. There are more stringent requirements for providing care. The decision to open Cap Care will remain on hold.
 - Finance Update
 - i. Projected Revenue Lose - Lesli created a document to track the potential revenue that will be lost due to COVID. Tracy asked about new programming options during the shut down. Lesli says CAP is considering programming to keep the community engaged. Mandy has scheduled Facebook posts that are similar to the normal Cap Care programming (circle time, STEM activities, etc). The leadership team is trying to come up with options for rec soccer for the spring.
 - ii. Spending Freeze - Lesli recommended a spending freeze to be implemented except for programs that are continuing to run which at this point is only the Food Pantry.
 - iii. Finance Audit - Lesli recommended putting the CAP finance audit on hold until further notice.

- Staffing Plans & Payroll
 - i. Independent Contractor Agreement - Lesli reported that CAP is currently engaged with two independent contractors (Children’s Karate and STEM for Kids). The karate instructor has done a great job of creating YouTube videos for our participants to keep them engaged. Lesli will ask for the STEM program to do that same. A motion to pay both independent contractors in full was made and the motion carried.
 - ii. Staff Pay - Lesli reminded the board that part time staff is being paid until April 8. Kristy developed a spreadsheet to track payroll information. With decreased revenues this is going to hit the finances hard. There are currently 38 part time employees and 18 of which could potentially qualify for unemployment. 20 high school students would probably not qualify. The last payroll was \$8,000 or \$16,000 per month. Currently, CAP has \$46,000 in checking and \$150,000 in the money market reserve fund. The next payroll begins on April 8. Kris encouraged Lesli to look into the Payroll Protection Plan. This loan could be (if approved) cover payroll expenses from February 15 – June 30. Kris also explained that the loan has a high potential for being forgiven by the government. Kris made a motion to pay the part time staff for another month and Greg seconded. The motion unanimously passed.

IV. Adjourn: Meeting adjourned.

***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.*

