



**CAP Board Meeting**

Agenda – 12/14/22

5:30 PM

In person – CHS District Office

Present:

Marggie Banker, Tracy Travis, Kayla Sipple, Peter Van Den Einde, Joe Brady, Tim Bolger, Katie Jeffery, Bridgette Hermanson, Breah Klemp, Jordan Nichols

Absent:

Jody Wilke

- I. Call Meeting to Order – Meeting was called to order at 5:32 p.m. by Bridgette.
- II. Public Comments – No public comments.
- III. Approve November meeting minutes
  - Breah made a motion to approve, Katie seconded. The motion passed unanimously.
- IV. Finance Committee Report
  - 2023 Budget – Second Read
    - Added expenses
      1. Banquet
      2. Marketing Intern
        - Discussion took place about having a marketing strategy prior to hiring.
        - Tracy to be part of discussion and plan.
      3. Registration Program
        - Jordan recommends RecDesk.
        - Cost is \$5100 for the first year; \$6800 annually thereafter.
        - Benefits: registration ease, more membership capabilities (pool & FC), mobile interface, marketing options
        - Setbacks: Cost
          - Tracy made a motion to approve the cost of the registration system; Kayla second. The Motion passed unanimously.
      4. WPRA Conference
      5. Lake Ripley Expenses
  - Added Income
    1. Sponsorships
    2. Increase in pool membership fee
    3. Increase in food pantry donations
    4. Removed printing cost of brochure (reduced need)

- Kayla made a motion to approve the 2023 budget, Joe seconded. The motion passed unanimously.
- 2021 Annual Report
  - Jordan presented the 2021 annual report
- CAP Scholarship
  - Joe submitted suggestions for revised prompts for applicants for more focused questions which will assist with objectivity. Consider rubric for evaluation.
  - Currently \$2000 in budget for scholarship, consider where this money comes from and to have a specific account delineated for this.
  - Jordan to get more information from Foundation on how to best set this up.
- Donation Report
  - Jerald Gunnelson – Food Pantry - \$1000
  - Dan & Kim Maalialah – Food Pantry - \$1000
  - John & Patricia Lounds – Food Pantry - \$2000
  - Cambridge Area Lions Club - \$2500
- V. Chairperson & Directors Report
  - Chairperson Report:
    - Bridgette is working with Jordan on strategic planning for next year and topics of board governance.
  - Director Report
    - Resignation of Board Member Jessica Stenklyft. Discussion around the need to alert public of open seat and process for filling it. Discussion around size of the board (currently 11 seats) and the possibility of lowering this in the future to nine.
    - Purchased three new treadmills from a company in Monona. To be delivered late December/early January.
    - Shopping for Adopt a Child gifts is tomorrow.
    - Christmas Gala: Total of 73 registered. Net lost around \$400. Already thinking about ways to improve this for next year.
- VI. Next meeting date
  - January 18, 2023 @ 5:30 p.m. in the district office
  - Kayla made a motion to adjourn, Peter seconded. The motion was approved unanimously at 7:25 p.m.

Upcoming events:

***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.*

Play · Inspire · Explore