



CAP Board Meeting

Meeting Minutes – 11/15/2023

5:30 PM

District Office

Present:

Breah Klemp, Tim Bolger, Katie Jeffery, Jody Wilke, Bridgette Hermanson, Joe Brady, Kayla Sipple

Absent:

Marggie Banker, Ken Muth, Tracy Travis

CAP Staff:

Mark Schram, Kristine Reich, Amanda Hollis

Public:

Jim Womble

- I. Call Meeting to Order - Bridgette called the meeting to order at 5:32 p.m.
- II. Public Comments - No public comments
- III. Approve October meeting minutes - Katie motioned to approve September meeting minutes, Joe seconded; motion carried.
- IV. Chairperson & Directors Report
Directors Report - Mark discussed a new initiative CAP is collaborating with the Cambridge Public Library to create and distribute take-home learning kits for 3-4 year olds. Jim Womble spoke on this topic as well as he is involved as a school board member, but the program is being spearheaded by CAP.
 - A. Chairperson Report - Tim Bolger expressed to the board that he will be resigning from the board at the end of 2023.
- V. Finance Committee Report
 - A. Donation Report
 1. \$2,000 donation to the Cambridge Food Pantry was received from John & Patricia Lounds
 2. \$2,000 donation to the Cambridge Food Pantry was received from Philip Vasby
 3. \$2,500 donation to the Cambridge Food Pantry was received from St. Vincent De Paul Society
 - a) Breah motioned to approve; Katie seconded; motion carried.
- VI. 2024 Budget Presentation - First Read - Mark and Kristy presented the first draft of the budget.
- VII. CAP Policy Review

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.*





- A. Employee/Staff Discounts - Board recommended an amendment to include “both” the pool membership “and” the fitness center membership, instead of “or”. Katie motioned to approve the policy with the correction, Joe seconded; motion carried.
 - B. Donation/gifting policy - Board recommended an amendment to include “Executive” before Director. Breah motioned to approve with the correction, Tim seconded; motion carried.
 - C. Anti-Harassment Policy - Board recommended an amendment to include CAP Directors are mandatory reporters. Joe motioned to approve, Katie seconded; motion carried.
- VIII. Review of Youth Sport Contracts - board had no recommendations or suggestions.
- IX. Food Pantry Van - The \$25,000 has been raised, the Madison Community Foundation will match. Katie motioned to approve the Food Pantry to purchase a van not to exceed \$50,000 including the wrap, Breah seconded, motion carried.
- X. Closed session for discussion of personnel matters - Katie motioned to move to closed session; Joe seconded, motion carried. Tim motioned to return to open session; Katie seconded; motion carried.
- XI. Next meeting date - Wednesday, December 13 at 5:30 p.m.
A. Jody motioned to adjourn; Joe seconded; motion carried. Meeting adjourned at 8:30 p.m.

Upcoming events:

- Charlie Brown Thanksgiving - Tuesday, November 21 3:15-4:00 p.m.
- Holiday Gala - Saturday, December 2
- Breakfast with Santa - Sunday, December 3 8:00-12:00 p.m.

***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.*

