



CAP Annual Board Meeting

Meeting Minutes – 6/19/2024

5:30 PM

District Office

Present: *Marggie Banker, Breah Klemp, Katie Jeffery, Joe Brady, Bridgette Hermanson, Kayla Sipple, Ken Muth, Kevin Mehringer*

Absent: *Jody Wilke and Jesus Rivera*

CAP Staff: *Mark Schram and Amanda Hollis*

- I. Call Meeting to Order: Bridgette called the meeting to order at 5:30 p.m.
- II. Public Comments: No public comments
- III. Election of Officers
 - A. Chairperson: Breah nominated Bridgette, Kevin seconded. Bridgette accepted. Katie motioned to close nominations, Kayla seconded, the motion passed unanimously.
 - B. Treasurer: Katie nominated Kayla, Joe seconded. Kayla accepted. Breah motioned to close nominations, Jody seconded, the motion passed unanimously.
 - C. Secretary: Kayla nominated Jody, Breah seconded. Jody confirmed with Bridgette and Mark prior that she would accept if nominated. Katie motioned to close nominations, Joe seconded, the motion passed unanimously.
- IV. Committee Review
 - A. Personnel Committee - Current committee is Bridgette, Joe, Jody, Marggie: Breah made a nomination to keep this group. Kayla seconded. Katie motioned to close nominations, Ken seconded, the motion passed unanimously.
 - B. Finance Committee - Current committee is Kayla & Kevin. Breah nominated Ken to join the committee, Bridgette seconded. Katie motioned to close nominations, Marggie seconded, the motion passed unanimously.
 - C. Review Bylaws: Discussion was mainly about the size of the board and whether we would like to have less than 11. We also discussed how to let others know if a seat would open up. The current bylaws would allow for the board to be strategic in asking people, but it is possible to advertise for this position as well. It's important to get the word out. Breah made a motion to reduce the number of board members to 9 (keeping it at 10 until someone resigns). Kayla seconded the motion. No discussion. Passed unanimously.

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- I. Review Confidentiality & Conflict of Interest policies and sign. This was done. This concludes the annual meeting.
- V. Approve May meeting minutes Kayla motioned to approve May minutes, Joe seconded the motion; motion carried.
- VI. Finance Committee Report : Katie motioned to approve donation report, Kevin seconded; Motion carried.
 - A. Donation Report
 1. Thomas & Donna Punsel - \$1,000 FP
 2. Marcia Sivesind - \$4,975 FP
 3. Concession stand facility: Kayla has a friend who would like to donate the building of a concession stand with bathrooms. This is a school district decision. He would donate materials and manpower to build this. He would like to do this in appreciation of CAP. Since the donation would be a permanent structure, this is a school district matter. Kayla will connect the individual with Marggie.
- VII. CAP Policy Review:
 - A. Shelter Rentals : The board recommended to change the “No Fee for use of shelter for district sponsored events” to Monday - Friday. There was discussion about taking the 70% off list price if they booked 4 or more bookings. It was suggested that we remove that 70% off and just keep it at 50%. We would grandfather in the Spartan Group that currently uses this discount. Remove the example of the 8th grade graduation party. Katie motioned to approve the changes as stated, Kayla seconded; motion carried.
- VIII. Chairperson & Directors Report : Ben completed the Lifeguard Instructor Course. Young Star Evaluation was discussed. Mark said that it was an amazing experience to hear how well CAP did in the evaluation. We scored a 4/5 . Many big kudos! Park problems due to the road being redone. Board commented that they appreciate the Ripley Park signage that has gone up. Registration is going well for the ride. 135 in May had registered. Numbers are going up. Tri is low in numbers (August 18) but volunteers are needed - please consider signing up to volunteer.
 - A. Needs Assessment: Discussed main highlights. Overall perception of CAP is positive. High interest in youth and adult enrichment. Based on feedback, could improve on communication and organization of offerings. This will be reviewed more. Bridgette and Mark are working on organizing a strategic planning session to be held in October.

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- IX. Closed session for discussion of personnel matters Breah motioned to move to closed session, Ken seconded it. Unanimously approved. Breah made a motion to come out of executive session. Kayla seconded the motion; motion carried. Moved to closed session at 6:40 p.m; returned to open session at 7:00 p.m.
- X. Next meeting date : We are going to take the month of July off. Next meeting will be Aug 21, 2024 at 5:30 pm unless something comes up. Kayla made a motion to adjourn. Katie seconded it. All approved.

Upcoming events:

- Little League Tournament June 21-23
- Lake Ripley Ride July 27
- Try Cambridge Tri August 18

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