Minutes of Board Meeting - Newcap, Inc. Board of Directors

Regular Meeting

October 17 2019

Newcap, Inc., held at Oconto County Courthouse- rooms 1003/1004

1. **CALL TO ORDER:** Meeting was called to order at 12:10 BY Sandy Polarek,
2. **ROLL CALL:**

**Present:**  Larry Berg, Perry Crozier, Patricia DeWitt, Marie Dillinger, Gene Hoppe, Diane Nichols, Doug Thompson, (Secretary), Yvonne VanPembrook, Florence Withers, Rebecca Brunette, Holly Clark, Sandy Polarek(Chairperson), Carrie Rouse, Ted Sauve

**Guest: Cameo Lawe (WHEAP Coordinator), Norman Shawanokasic ( WHEAP Support Operations Manager, Julie Jakopic ( iLead Strategies)**

**Staff Present**: Cheryl Detrick, CEO/President, Deb Barlament, Deputy CEO/Executive Vice President of Operations, , Candy LaCount, Human Resources Director, Debra Bushman, Lynn Ratzburg, Peggy Zielinski, Val Filz, Sarah Charlebois, Shannon Gowan

**Excused: Russel Brock, Tina Duke, Carol Feller-Gottard, Jim Genrich, Dave Hoslet, Ruth Johnson, Jaime Johnson, Bob Detrick, Cathy Hoeft**

1. Recited, “The Promise of Community Action”
2. **APPROVAL OF AGENDA :** Doug T. made a motion to approve the agenda; Second by Gene Hoppe **Motion Carried**.

1. **CONSENT AGENDA**: Motion to approve Minutes from Board Meeting (8/15/19), Governance & Nominating Committee minutes (9/23/19), and Executive Committee Meeting Minutes (9/23/19) made by Berg, Second by Nichols. **Motion carried.**
2. Governance & Nominating Committee
3. Doug Thompson explained how the sectors of our tripartite board are structured. There are three sectors: Private, Consumer and Public. The Board discussed which one they belonged to and were made aware that the protocol is to vote for new members per sector.
   1. The new nominees, Raquel Bell and Steven Berg.
      1. Motion to have Steve voted in by Dillinger, Clark second. Carried
      2. Motion to have Raquel voted in by Berg, second by Rouse second. Carried.
      3. ACTION- need to change Rebecca Brunette to CONSUMER.
4. Finance: Cheryl addressed the financial statements that were given in Cathy’s absence.
   1. Page 3 of statement of activities was discussed what buildings were sold
      1. Weatherization building was sold which helped recoup some loss. The WETAP grant, at the federal level was not signed until August, so we cannot bill for those funds until it gets signed. $135,000 will get recouped from this.
      2. Expended money for housing project, all of that will come back from our predevelopment loan, so that will help as well.
      3. Consolidated Statement of Position - we were told by Stephanie Cavadeas in the financial training she provided the board, that the one to watch was total net assets, that number should always be smaller than total asset at top. If it’s bigger, that means we are at a loss. We are NOT, so that is almost a 2:1 asset to liability ratio.
   2. Motion to accept financials and place on file by Sauve, second by Nichols, carried.
5. Newcap Strategic Plan:
   1. Julie Jakopic from iLead Strategies presented a PowerPoint presentation on the Newcap Needs Assessment Summary. (Handouts provided)
      1. Motion to accept Summary by Brunette, Second by Hoppe. Carried
   2. Julie also described how they met with leadership and how they can plan goals. The Newcap Strategic Planning Committee Minutes were presented. Discussed by Cheryl. ( details in minutes provided)
      1. New Building? Where?
      2. Grow unrestricted revenue
      3. Create more affordable housing by building new units and renovation existing units
      4. Raise awareness of entrepreneurs and policy maker to increase investments and other programs
         1. Motion to approve the Strategic Plan by Nichols, second by VanPembrook. Carried
6. Board of approval of 2020 CSBG Application as submitted to Wisconsin DCF on October 1st, 2019.
   1. Needs approval for budget, Cheryl will address this below.
   2. Sources of funding and amounts the agency anticipates for 2020 ( details provided in handout)
   3. Community needs assessment
   4. Services the agenda has collaborative/Cooperative relationships with
   5. Motion to approve Application by Hoppe, second by Berg
      1. ACTION ITEM- needs to be amended after December meeting
7. Discussion of Board Meeting schedule
   1. Because the CSBG grant application always needs to be submitted on October 1st, we need to meet before then. Cheryl suggested adding a September meeting instead of moving all the meetings around?
      1. Berg motioned to approve adding and additional meeting in September, Hoppe second. Moved
         1. Also talk of possibly having a conference call as an option. Technology may be an issue for some. Will leave as is for now.
8. Other business
   1. Sandy brought up “ A TIME FOR ACTION” Fundraiser on November 19 that Newcap will be hosting. It is at Backstage at the Meyer 4:00-8:00pm. Tickets are $15 person/ $200 for a corporate table of 8. It is a movie screening of “30 Seconds Away”, followed by a panel discussion about what is being done in our communities about homelessness, along with a silent auction to raise funds for Newcap’s housing programs. This particular event will be Brown County focused but the issues are similar in all of the counties Newcap serves.
      1. If you can’t make it to Green Bay for the event, you can still support Newcap and get raffle tickets. If interested, Call Newcap and ask for Deb Barlament.
   2. Peggy brought up that there will be a Craft and Vendor Show/Fundraiser to raise funds for transportation programs in Marinette & Oconto Counties on Saturday, November 23 from 8:00 am -2:30 pm at Crivitz High School-400 South St. If anyone is interested in being a vendor, call Newcap and ask for Peggy Zielinski.

NEXT MEETINGS

December 4, 2019: 10:00 Governance

11:00 Executive

11:30 Lunch

12:30 Personnel

December 12, 2019 Board Meeting

MOTION TO ADJOURN MEETING by Brunette, second by Berg. Adjourned at 2:25

Minutes respectfully submitted by Shannon Gowan, Executive Administrative Assistant on October 17, 2019