Minutes of Newcap, Inc. Board of Directors meeting

February 11, 2021 12:30 p.m. zoom call

1. **CALL TO ORDER:** Meeting called to order by Vice Chairperson Russel Brock at 12:37 p.m.
2. **ROLL CALL:** Taken by Shannon Gowan

**PRESENT: L. Berg, S. Berg, C.Feller-Gottard, J. Genrich, G.Hoppe, , T.Sauve, N.Shawanokasic, , T. Duke, C. Rouse, H. Clark, P. Crozier, D. Nichols, T. Sieber, R. Brock**

**EXCUSED:** R. Brunette, S.Polarek,R.Brewer

**ABSENT**: Y. VanPembrook, F. Withers, P. Crozier

**STAFF PRESENT:** C. Detrick, V.Filz, D. Barlament, S.Gowan, C. Hoeft, L. Ratzburg, S. Charlebois, J. Johnson

1. **RECITE Promise of Community Action**
2. **DISCUSSION AND APPROVAL OF AGENDA:** Need to add to Agenda: 8 (b)- Revised Vision statement -Action. 8 (c) Vote on new Treasurer – Action. A motion was made to accept changes and Agenda by Hoppe, Seconded by Nichols. Motion Carried
3. **CONSENT AGENDA-** A motion was made by Nichols, seconded by Berg to accept the approval of the minutes from the committees below:
4. Board Meeting Minutes 12/10/20
5. Governing & Nominating Committee Meeting Minutes 2/9/21
6. Planning & Evaluation Committee Meeting Minutes 2/10/21
7. Personnel Committee Minutes 1/26/21
8. **FINANCE**
9. Cheryl and Cathy H. discussed the Agency Summary and other Financials. Cheryl did state that these are unfinalized due to the current Audit. Stated that total assets vs. liabilities is about three times, which is great. Ratio is still good. Budgets are not finalized yet as there are still many variables that we are currently working on. However, the variance will be higher for 2021. Cheryl discussed how she would like to meet with the Finance committee and discuss a possible line of credit or reserve fund. There was one in the past and with how much we have grown, she would like to get one established again. Diane N. asked if we could put a separate line for Mortgage interest in the Financial statement. Motion to accept preliminary December 2020 financials and file motioned by Nichols, second by Duke-Padgett. Motion carried.
10. **Personnel**
    1. At last meeting on 1/29/21 the updated Personnel handbook was presented for review. There were many changes in last year added as addendums that had to be incorporated into the body of the handbook instead of at the end. Those changes were made. Cheryl will update the letter in front, and an updated cover page with appendix will be added. Motion to approve updated version of handbook by Hoppe, second by L. Berg. Motion carried.
    2. Cheryl’s evaluation was also reviewed at last meeting and accepted to hand out to all Board Members. Hard copies will be mailed with a pre stamped envelope. All board members are to return with comments asap.
11. **Governance & Nominating**
    1. New Application reviewed on Brandon Cacek who was a guest at last meeting. Motion to approve Brandon as new Board Member by Hoppe, second by Duke-Padgett. Motion Carried
    2. Newcap has been training on a Whole family Approach and in doing so has revised the Vision statement.
       1. Old Vision Statement: To break the cycle of poverty, reaching the day when all families and communities thrive.
       2. New revised statement: Our vision is a world of hope, inclusion, and social justice: where poverty has been overcome, people are met where they dream, and all live with dignity and security. Motion to accept new vision statement by Duke, second by Dillinger. Motion carried.
    3. Cheryl had reached out to J. Genrich to see if he would like to be the Board Treasurer. He did accept. Motion by Hoppe, second by Dillinger. Motion carried.
12. **Other Business**- Cheryl discussed how Board orientation has been difficult this past year due to the pandemic, but that Shannon will be reaching out to B. Cacek, R. Brewer, N. Shawanokasic and T. Sieber for a virtual training. . Also discussed how after the newest revision to the Board approved By-laws a few years ago, there are now term limits on Board Members. 2 - 5 yr terms. Saying that, L. berg will be done 4/2021 and T. Sauve on 6/2021. Many good memories shared and best wishes to them both. She did ask if both could reach out to their county and request a new elected Representative to fill their position.

Motion to adjourn meeting by Hoppe, second by Dillinger. Motion carried. Meeting adjourned at 1:45 p.m.

**Next board meeting is April 8, 2021**

Calendar Announcements:

March 31st: Committees: 10a Governance & Nominating, 11a Executive, and 12:30p Personnel Finance and Planning & Evaluation TBD

Board Development day 2021 – 8/12/2021 – all day, location TBD

**Minutes respectfully submitted by Shannon Gowan, Executive Administrative Assistant. 2/11/21.**