Minutes of Newcap, Inc. Board of Directors meeting

April 8, 2021 12:30 p.m. zoom call

1. **CALL TO ORDER:** Meeting called to order by Chair Sandy Polarek at 12:30p.m.
2. **ROLL CALL:** Taken by Shannon Gowan

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

**Guests:** L. Mueller, P. Grinde

**EXCUSED:** R. Brock, R. Brunette,

**ABSENT**: M. Dillinger, T. Sauve

**STAFF PRESENT:** C. Detrick, V. Filz, D. Barlament, S. Gowan, D. Bushman, L. Ratzburg,

 E. Evosovich, J. Johnson, P. Zielinski, B. Detrick

1. **RECITE Promise of Community Action**
2. **DISCUSSION AND APPROVAL OF AGENDA:** A motion was made to approve Agenda by Hoppe, Seconded by L. Berg. 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 2/11/21
5. Governing & Nominating Committee Meeting Minutes 3/31/21
6. Personnel Committee Minutes 3/31/21
7. **FINANCE**
8. Jim spoke briefly about wanting to meet next month and I eager to get meetings going again. Cheryl discussed how he could meet with Cathy and discuss role as Treasurer.
9. Cheryl 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 good. Budgets are not finalized yet as there are still many variables that we are currently working on. Motion to accept preliminary February 2021 financials and file motioned by S.Berg, second by T. Duke-Padgett. Motion carried.
10. Mineau Ave Sale: - Cheryl discussed the sale of Mineau Ave to the city of Oconto. Motion by D. Nichols, second by L. Berg,: “Now , therefore, for good and valuable consideration consisting of $4,000 in the form of like kind services and assistance by the city of Oconto, provided in the coming months/years, in regard to other properties in the city of Oconto owned and managed by Newcap, Newcap agrees to sell tax parcel # 265-33240302112 commonly known as lot on Mineau ave, Oconto, WI 54153 to the city of Oconto.” Motion carried.
11. **Personnel**
	1. Sandy discussed Cheryl’s evaluation and Cheryl commented on some areas that she wanted to grow. Also discussed having more frequent updates sent out to Board members. Hoping for bi-monthly. Will ask departments for updates to get this to flow well.
12. **Governance & Nominating**
	1. New Applications reviewed on Lindsey Mueller, Paul Grinde and Jen Steber who were all guests at this meeting (Jen S. was excused). Motion to approve all as new Board Member by G. Hoppe, second by J. Genrich. Motion Carried
	2. New member training: Diane talked about the idea of a Board buddy. Someone who could sit by and help the new members, make them feel more comfortable.
	3. Will be offering IPad training ongoing to those who need it. Reach out to Shannon G. if needed.
	4. Committees- Cheryl mentioned you do not have to be on more than one committee. There are several on multiple committees now. Send email if you would like to be removed from more than one.
13. **Planning & Evaluation** –
	1. 2021 Action plan- Cheryl discussed how the Action plan was in Planner, which is on the iPad. Members can review the updates whenever they want. Motion to approve the 2021 Action Plan by L. Berg, second by R. Brock. Motion carried.
14. **Topic for training – Debbie B.**
	1. Debbie Bushman discussed in detail her process of finding an applying for grants. She has had great success in this area over the years. Also shared the amount of data needed to apply and how she finds them. When she attends conferences, she learns so much on what is coming that it helps her prepare when they open. Also discussed how much housing has grown in the past year and how the pandemic has affected so many people this past year.
15. **Other Business**-
	1. The Board received the Community Needs Assessment Customer Satisfaction Survey results. This has been added to our signature line so that every email the staff sends out has this option to take the survey. We will be pulling this data more frequently and share with Board members as well.
16. CEO Report – Members received Cheryl’s CEO Report and Jaime discussed what was going on in Real Estate.

Motion to adjourn meeting by G. Hoppe, second by R. Brock. Motion carried. Meeting adjourned at 1:30 p.m.

**Next board meeting is June 10, 2021**

Calendar Announcements:

May 26th: Committees: 10a Governance & Nominating, 11a Executive, and 12:30p Personnel Finance and Planning & Evaluation: Morning of Board meeting – June 10th

Board Development day 2021 – 8/12/2021 – all day, location -Keshena – Menominee Casino & Resort

**Minutes respectfully submitted by Shannon Gowan, Executive Administrative Assistant. 4/9/21.**