Minutes of Newcap, Inc. Board of Directors

February 13, 2020

Oconto County Courthouse- Rooms 1003/1004

1. **CALL TO ORDER:** Meeting called to order by Chairperson Sandy Polarek at 12:18 p.m.
2. **ROLL CALL:** Taken by Shannon Gowan

**PRESENT: L. Berg, S. Berg, Brock, Brunette, Clark, DeWitt, Dillinger, Feller-Gottard, Genrich, Hoppe, Nichols, Polarek, Sauve, Thompson, Withers**

**EXCUSED:** Bell, Crozier, Duke, Johnson, Rouse, VanPembrook

**ABSENT:** Shawanokasic

**STAFF PRESENT:** C. Detrick, Barlament, Johnson, Ratzburg, Gowan

1. **RECITE Promise of Community Action**
2. **DISCUSSION AND APPROVAL OF AGENDA:** A motion was made by, Genrich Seconded by Brunette . Motion Carried
3. **CONSENT AGENDA-** A motion was made by Hoppe, seconded by Brunette to accept the approval of the minutes from the committees below:
4. Board Meeting Minutes 12/12/19
5. Governance & Nominating Committee Minutes 1/29/20
6. Personnel Committee Meeting Minutes 1/29/20
7. Executive Committee Meeting Minutes 1/29/20
8. **GOVERNANCE AND NOMINATING COMMITTEE**
9. **Board Training Agenda**
10. Sandy talked about the training Agenda. Discussion about where to have it.
    * 1. Keshena was discussed. Doug mentioned how many hours went into the last training and how good the training was. Stressed how important it is for Board members to go. June 11 was decided as the date.
      2. Updated Member list will be sent to Board Members with minutes
11. **Maximum Feasible Participation**
    1. Cheryl discussed handout. At the maximum level, encourage those we serve. Consumer input is most important. Hear the voices of those we serve. This used to be considered very controversial. Community Action was created for those at the community level. Very High-level officials did not like this new concept. A lot of push back. Action at the local community level and those who needed the services were asked what they needed. The planning and evaluation of the programs was created by the feedback of the community. Debra Blanks- “in the arena”. Book about CAP agencies. Very good book. Will send out email to see who would like to order one.
12. **FINANCE**
13. December 31st Financials discussed. A motion was made by Berg, seconded by Clark, to approve the December 31st, 2019 Financials. Motion carried
14. 2020 Budget- Cheryl talked about the budget (was handed out at meeting). Reminder. We create our budget on what it was last year. Always looking for new programs/grants to apply for. A lot of opportunities in Green Bay may be opening in housing. April Board meeting we will show approved budget, then amended budget with variance, then Board can discuss which one to move forward with. -Motion to approve Budget by Hoppe, second by Dillinger. Motion carried.
    1. Also discussed how insurance is increasing and how staff will vote on that at the all staff meeting.
    2. Cheryl also requested approval to amend the CSGB Application to reflect the budget. Motion to approve by Hoppe, second by Feller-Gottard, Motion carried.

1. **Review and approve By-laws**
   1. Governance committee went through all the changes that the lawyer changed. They made recommendations as to what should be updated. Changes were on hand out. Changes were sent in December with Board packet. Once approved they will be in place. Did change annual meeting to December instead of October. Then on page 9, under F, the Governance term was discussed to change it. At the meeting it was discussed to review it again in March. CSGB must be approved by the Board every 5 years. We need to get approved to stay compliant with CSGB. Motion to approve with attorney changes by Hoppe, second by Becky. Motion carried
2. Resolution for Huntington Bank Loan-
   1. Changing it from a line of credit to a term Loan for $190,000. Motion to approve by Genrich, second by Gene. Motion Carried
3. Other Business
   1. Chart was handed out with members, renewal dates, counties served,
   2. Also discussed old Oconto hospital project. No longer eligible for new market credits. That money we would now have to borrow. Would not be a feasible project, but there is talks to tear it down and do a low-income housing project there. Still in discussion.
   3. Code of conducts were handed out for members to sign.
   4. Cheryl discussed her travel schedule for the next few months.
4. Motion to adjourn meeting by Sauve, second by S. Berg. Motion carried. Meeting adjourned at 2:41

**Next board meeting is April 9th, 2020**

Minutes respectfully submitted by Shannon Gowan, Executive Administrative Assistant. 2/19/20.