

***Board Meeting Minutes-Regular Session  
October 24, 2013***

**Board Members Present:** Julia Rietz, Dr. Kathleen Buetow, Robert Wyre (Court Services), Tamela Atwood, Jane Quinlan, Bryant Seraphin, Matthew Myrick, Justin Bouse, Michael Atkinson, Curtis Apperson.

**Board Members Absent:** Representatives from Champaign County Mental Health Board, Community Elements, Champaign Police Department, Mahomet Police Department.

**Staff Present:** Adelaide Aime, Executive Director.

**Guests Present:** None.

**Call to Order:** The meeting was called to order at 9:06 am by Board Chair Julia Rietz. Aime requested an agenda change of adding a closed Executive Session after the budget report.

**Public Participation:** None.

**Welcome & Introductions:** Conducted.

**Approval of the Minutes:** Buetow moved, Quinlan seconded, that the minutes be approved as circulated. Motion carried unanimously.

**Budget Report:** Aime noted that in addition to the usual monthly account printouts, she has added a summary sheet listing any notable financial activity during the past month. Board members found the summary sheet useful so Aime will include one each month.

Apperson moved, Atkinson seconded, that the board go into closed Executive Session.

After returning to open, Regular Session, the board resumed a discussion of the CAC budget.

**New 13 Month Budget Formal Approval:** Our CAC 13-month FY14 budget has changed since the board formally approved one in late August; the board must consider and approve a changed budget for submission to the county board. The county board formally votes on the entire county budget in November. The change is the addition of the UI gift. Aime circulated a revised FY14 13-month budget; Buetow moved, Seraphin seconded, that the board approve the revised budget. Motion carried unanimously.

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Twelve Month Budget to submit to Funders: Aime noted that even though the county will be working on a 13-month budget for FY14, it would be confusing for Aime to submit such a budget to funders and other CAC supporters. She has drafted a 12 month budget, with each line item proportional to the 13-month county budget. Quinlan moved, Buetow seconded, that the board approve the 12 month budget as presented for use in communications with funders and supporters. Motion carried unanimously.

Renting Additional Office: After a brief tour of the CAC office suite, Aime explained that there is a need for additional office space. There is one single unoccupied office adjacent to the CAC suite; although there is currently no direct access to the office from our suite, a door could be inserted. Aime noted the fact that the unoccupied office is the only option for CAC expansion. Atkinson moved, Buetow seconded, that the board direct Aime to make a verbal commitment to rent the adjacent office, with no additional money to be paid until the office is occupied. Occupation of the office shall be contingent on Aime raising the money necessary for remodeling. Motion passed unanimously.

Announcements: None.

Adjournment: At \_\_\_\_\_ a.m. Bouse moved, Seraphin seconded, that the meeting be adjourned. Motion carried unanimously.

Approved by the Governing Board on November 21, 2013.