

**Board Meeting Minutes-Regular Session**  
**November 21, 2013**  
**Annual Meeting**

**Board Members Present:** Julia Rietz, Dr. Kathleen Buetow, Dr. Deborah Townsend, Joseph Gordon, Jane Quinlan, Bryant Seraphin, Robert Rea, Matthew Myrick, Justin Bouse, Curtis Apperson.

**Board Members Absent:** Representatives from Community Elements, DCFS, Mahomet Police Department, Illinois State Police.

**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 "Election of Officers" in New Business.

**Public Participation:** None.

**Welcome & Introductions:** Conducted.

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

**Budget Report:** The board reviewed monthly financial reports and the Monthly Financial Summary Statement for November. Aime noted that the CAC received the *first* checks of the fiscal year from all three state funders between Nov. 1-12. Aime also reported that she has raised \$2,500 toward remodeling the new office.

**Director's Report:** Aime reported the following:

- CAC connection to the County server, through Public Health, has not been reliable; she is looking into other options.
- Question: how long would the board members like these meetings to last? All agreed no more than one hour.
- We will be talking about money and fundraising later in the meeting.

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New Business:

1. *Election of Officers:* Seraphin moved, Apperson seconded, that the Board re-elect Julia Rietz as Board Chair. Motion passed unanimously. Quinlan moved, Townsend seconded, that the Board re-elect Dr. Buetow as Secretary/Treasurer. Motion passed unanimously.
2. *By-laws amendment:* We need to amend our by-laws to reflect the fact that the County is changing its fiscal year. Thirty-day notice of the proposed change is hereby given. The board will vote on the change at the next regularly scheduled meeting in January.
3. *2014 Meeting Dates:* A list of 2014 Board meeting dates was circulated. As in the past, the Annual Meeting will be held in November, with no meeting in December.
4. *Fundraising:* Aime noted that she is getting more familiar with how the CAC is funded, both with grants and private fundraising. She thinks we can increase the private dollars brought in. She also is aware that board members are appointed by their workplaces, rather than choosing to serve, and therefore have not signed up to host parties or solicit private donations on behalf of the CAC. Aime will never ask the board to raise money on behalf of the CAC, but will make sure that board members are aware of her activities.
5. *Cash Reserves:* We are sitting on a considerable cash reserve. Aime proposes that the board choose a cash reserve target, acceptable to the County, and then give Aime permission to spend excess money on board-approved projects. Aime and Rietz will meet with the County financial officials and report back to the board.
6. *Policy on Third-Party Fundraising:* Aime circulated a draft of a Third-party Fundraising Policy and Procedure. There was a sense of the board that the CAC should be able to fundraise in this way, with appropriate safeguards. Rietz will have someone in her office check over the documents, and the board will vote on them at a future meeting.
7. *Proposed New Clerical Position:* Aime briefly outlined her idea of creating a CAC part-time clerical position. Possible funding streams and work space issues were discussed. The board will consider the idea in detail at a later meeting.

Announcements: No meeting in December. The next regularly scheduled meeting of the CAC board is January 23, 2014 at 9:00am.

Adjournment: The meeting was adjourned at 9:59am. Motion carried unanimously.

Approved by the Governing Board on January 23, 2014.