

***Board Meeting Minutes-Regular Session  
January 23, 2014***

**Board Members Present:** Julia Rietz, Dr. Kathleen Buetow, Dr. Deborah Townsend, Barb Daly for the Regional Office of Education, Bryant Seraphin, Justin Bouse, Curt Apperson, Michael Atkinson.

Board Members Absent: Joseph Gordon, Juli Kartel, Tamela Atwood, Robert Rea, Matthew Myrick, Chief Michael Metzler.

Staff Members Present: Adelaide Aime, Executive Director.

Guests Present: Joan Dixon, Community Foundation.

Call to Order: The meeting was called to order at 9:15 by Board Chair Julia Rietz.

Welcome and Introductions: Conducted.

Presentation: Joan Dixon, Executive Director of the *Community Foundation of East Central Illinois*, presented the agency with a check for \$1,781 as the result of a successful grant proposal in the fall 2013 grant cycle. The money will be used to buy a new home-like storage unit for the CAC conference room, and a new kitchen cabinet and countertop to replace the microwave cart and stained countertop currently in place. Dixon described the mission and activities of the Community Foundation and how the organization could help the CAC with board development activities in the future. Board President Julia Rietz thanked the Foundation for their support.

Public Participation: None.

Approval of the Minutes: Buetow moved, Townsend seconded, that the Board approve the minutes of the November 2013 Annual Meeting as circulated. Motion approved unanimously.

Financial Report: A *Financial Summary*, prepared by Aime, was circulated at the meeting and is attached to these minutes. Board members say they find the summary useful, and do not need to have a printout of the monthly budget reports. Aime noted that for due diligence she needs to give the members copies in some way; she will look into sending them electronically with the meeting notice and agenda. Aime also reported on the meeting with Deb Busey and Van Anderson (Champaign County Administrator and Financial Director) about the county's

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expectations for CAC cash reserves. Once we get the final number from the Auditor's Office, we can consider whether or not to spend some of the reserves.

Director's Report: An *Activity Summary*, noting major program and administrative activities conducted during the month, was circulated at the meeting and is attached to these minutes. Aime asked for feedback on the format; everyone liked the format but asked for a detailed listing of interviews rather than the tally provided. Aime will do that for the next meeting.

Old Business: Aime updated the group on the first few weeks of employment for our new Forensic Interviewer/Community Educator. Mary Bunyard started work on January 8 as a contractual employee; due to issues with liability coverage, the current plan is to change her status to what is called a *temporary employee* in the Champaign County personnel system.

The Board discussed what sort of reports the Forensic Interviewer should write, how long and detailed the report should be, and how the report would be used. The sense of the board is that we do want her to write reports; Rietz and Aime will work with Bunyard to draft a procedure.

New Business:

- A. *United Way Annual Luncheon:* All board members are invited to attend the United Way of Champaign County Annual Luncheon on Friday, February 21, 2014, at noon. Aime will send out an electronic invitation.
- B. *By-Laws Revision:* Seraphin moved, Apperson seconded, that the board approve the revision to the by-laws as proposed on November 21, 2013. The revision would change the CAC fiscal year from specified dates to a year that accords with Champaign County's fiscal year. Motion carried unanimously.
- C. *Concealed Carry Gun Law:* The board discussed whether they want to allow citizens who can legally carry a concealed weapon to bring that weapon into the CAC. The sense of the board is that they do not. Townsend moved, Apperson seconded, that we prohibit concealed carry in the CAC facility. Aime will post the appropriate signage.
- D. *Computer Replacement:* Aime requests permission to spend up to \$2,000—an amount not included in our current budget—to buy new computer systems for both Elaine and Adelaide. By computer system she means the computer, monitor, keyboard, speakers, and mouse. Both of our computers are more than 5 years old and cannot be repaired

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any longer, and our software licenses have expired. Atkinson moved, Bouse seconded, a motion to allow Aime to purchase the two computers for a total price up to \$2,000.

Announcements: The next regularly scheduled meeting of the CAC Governing Board is on Thursday, February 27, 2014 at 9:00 am.

Adjournment: At 10:23 am, Bouse moved, Buetow Seconded, that the meeting be adjourned. Motion carried unanimously.

Respectfully submitted,  
Adelaide Aime, Executive Director

Approved by the Board of Directors on February 27, 2014 .