

**COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA  
BOARD OF DIRECTORS' MEETING**

**Sheraton Hotel  
Harrisburg, PA**

**May 7, 2019**

**MINUTES**

**Board Members Present:** Rick Beaton, Erin Lukoss, Gale Zalar, Megan Shreve, Darlene Bigler, Sam Ceccacci Sue Auman, Jen Wintermyer, Wendy Melius, Larry Berringer, John Litz, David Mrozowski, Dan Jurman

**Members Not Present:** Bob Raible and Mitch Little

**Staff in Attendance:** Susan Moore, Sue Northey, Steven Martinez and Dan Leppo

**Guests:** Mandy Zalich, Tay Waltenbaugh

Rick Beaton, President, called the meeting to order at 10:00 a.m. Roll call was taken, and a quorum was established. Tay Waltenbaugh, who has retired, introduced his replacement, Mandy Zalich to the Board.

**CONSENT AGENDA**

Mr. Beaton asked for corrections or changes to the January 2019 Minutes. There being none, he requested a motion to approve.

**Motion 5.7.19a: The January 23, 2019 Minutes were approved as presented.** Moved by Megan Shreve, seconded by Dan Jurman. The motion passed unanimously.

Susan presented the February 13, 2019 Executive Committee Minutes which showed that the Committee had approved CAAP, rather than lending money to start LensCAAP, instead becoming an investor and sole shareholder. The concern with a loan is that the new company could be viewed by the IRS as underfunded whereas an investment is regarded more favorably. She asked that the full Board approve the Executive Committee's action.

**Motion 5.7.19b: The Board approved the action taken by the Executive Committee on February 13, 2019 to change CAAP's status from lender to investor.** Moved by Dan Jurman, seconded by Darlene Bigler. The motion passed unanimously.

Susan Moore, CEO, referring to her written report, discussed the upcoming Symposium, letting the Board know that approximately 187 attendees, not counting speakers, staff and DCED, had registered. All Pennsylvania agencies, except one, were sending attendees. Susan asked Dan Leppo to update the Board on ROMA and the RPIC grant which he did.

**Motion 5.7.19c: The CEO report was accepted as presented.** Moved by Larry Berringer, seconded by Sue Auman. The motion passed unanimously.

#### **PRESIDENT'S REMARKS – Rick Beaton**

Rick stated that Susan and Dan had recently presented Governance and ROMA training to his Board. He stated the training was excellent and very helpful to his Board members and encouraged everyone to take advantage of the opportunity to schedule the training.

#### **TREASURER'S REPORT – Sue Auman**

At the request of Sue Auman, Sue Northey reviewed the March 31, 2019 CAAP Financial Statements. Included in the Statement of Financial Position, Ms. Northey indicated we have \$24,091 in our checking accounts and \$6 in our money market account. Over the last nine months our Vanguard investment account has appreciated in value by \$38,128. We withdrew \$50,000 on February 22, 2019 from the investment account to begin funding LensCAAP.

Our current ratio, which is used to predict an organization's ability to pay its short-term debt and payables with its short-term assets, continues to be strong. CAAP has \$842,496 in short-term assets if the Vanguard investment account is included and \$234,944 without the investment account. Our current liabilities total \$139,096 which includes accounts payable, accrued salaries and accrued payroll taxes and deferred revenue. The current ratio, with investments included is 6.06 and 1.69 when the investment account is excluded. The higher the current ratio, the more capable the organization is of paying its short-term obligations.

Prepaid expense, totaling \$57,305 consists mainly of insurance premiums, memberships to other organizations and registration and travel expenses corresponding to upcoming conferences or events. It also includes \$34,499 in LensCAAP start-up costs.

Our 03-31-19 accounts receivable balance represents \$5,100 in CAAP 2018-2019 Membership dues owed by one member. This has been paid in April 2019.

Grants Receivable, totaling \$148,442 consists of \$70,606 due CAAP from the DCED Services Contract and \$77,836 from the RPIC grant.

Accrued expense, totaling \$39,977 is comprised of \$36,177 RPIC technical fees and \$3,800 in NCAF donations received by CAAP.

Deferred revenue consists of \$34,050 in CAAP Membership Dues and \$7,000 in CAAP Affiliate Membership Dues. The revenue recognition of affiliate membership dues is based on the month the membership becomes effective. CAAP currently has two affiliate members.

Ms. Northey addressed specific line items of the statement of revenues and expenditures where actual amounts varied significantly from budgeted amounts. CAAP's share of the proceeds from the collaborative conference exceeded our budget projection by \$3,100. Printing expense includes costs applicable to the collaborative conference and the opioid forum. Building Maintenance expense includes the installation of LED lighting fixtures.

CAAP ended nine months of operations this fiscal year with a \$15,936 excess of revenues over expenditures.

**Motion 5.7.19d:** The Board accepted the March 2019 Financial Statement as presented. Moved by Sue Auman, seconded by David Mrozowski . The motion passed unanimously.

**UPDATES:**

- **LensCAAP:** Steven Martinez told the Board that CAAP Social Enterprises Holding Inc. and LensCAAP is up-and-running. EIN numbers have been obtained and banking accounts are setup for both organizations. LensCAAP has hired a Project Manager and Storyteller (Candace Lowery), a Video Editor and Motion Graphics Designer (Patricia De la Pena), and a Videographer (Clark Stefanic). LensCAAP has purchased nearly all of its video equipment and paid for additional startup necessities such as lawyer fees, subscriptions, and other office supplies like furniture (nearly \$46,000 spent). LensCAAP has one client, the United Way of Pennsylvania, and seven likely clients who are currently reviewing their proposals. LensCAAP's website is [www.lenscaap.org](http://www.lenscaap.org).

- **Census 2020:** Jen Wintermyer explained that Susan had asked her to represent CAAP on the committees and activities involving the Census. The Community Action Partnership is focusing on hard to find individuals and how they can be counted. The Governor’s 2020 Complete Count Committee, which Jen serves on as CAAP’s representative, estimates that PA loses \$2000 dollars per person not counted. A Census Summit is scheduled soon.
- **CAAP Slate of Officers:** Jen presented a slate of officers for the Board’s consideration:
 

President:	Rick Beaton
1 <sup>st</sup> Vice President:	Megan Shreve
2 <sup>nd</sup> Vice President:	Gale Zalar
Secretary:	Darlene Bigler
Treasurer:	Sue Auman

**Motion 5.7.19e:** The Board approved presenting the proposed slate of officers to the Membership for its vote. Moved by Wendy Melius, seconded by Larry Berringer . The motion passed unanimously.

There being no further discussion, the meeting was adjourned at 11:40 a.m.

\_\_\_\_\_ Submitted by Darlene Bigler, Secretary