

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

**ZOOM MEETING**

**April 21, 2021**

**MINUTES**

**Board Members Present:** Rick Beaton, Erin Lukoss, Darlene Bigler, Gale Zalar, Jen Wintermyer, Wendy Melius, John Litz, Bob Raible, Sue Auman, Larry Berringer, Megan Shreve, David Mrozowski, Mitch Little and Vanessa Philbert

**Board Members Absent:** Dennis Phelps

**Staff in Attendance:** Susan Moore, Dan Leppo, and Courtney Miller

President Beaton called the meeting to order at 10:03 a.m. Roll call was taken, and a quorum was established.

**MINUTES**

Mr. Beaton asked for any corrections or changes to the February 17, 2021, Minutes.

<p><b>Motion 4.21.21a: The February 17, 2021, Minutes were approved as presented.</b> Moved by Darlene Bigler; seconded by Gale Zalar. The motion passed unanimously.</p>
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**PRESIDENT'S REMARKS – Rick Beaton**

Rick noted that the Chauvin verdict was an important decision, that justice was served. Will it lead to real reform? He hopes it is a start.

Rick observed that this is Susan Moore's final board meeting before retirement. He thanked her for everything: leadership, guidance, strengthening our relationship with DCED to a partnership, and for being a friend.

Susan Moore thanked the board for the incredible retirement gifts, friendships, and for support that never wavered. Community Action is a good way to end a 50-year career.

Sue Auman is grateful we found a useful gift that could show our appreciation to years of service.

Dan Leppo expressed the staff's gratitude for having an excellent boss to mentor and direct us.

## **CEO Report – Susan Moore**

Susan touched on highlights of the written report. The Monday morning calls have continued to be popular. The Education Department has received fantastic evaluations on the speaker series, local CAA board member attendance is wonderful. CAAP is creating a large library on the Moodle platform. The Communications Department is revamping the CAAP website and talking to agencies to gain success stories for promotion of Community Action.

Dan Leppo said that ROMA trainings will resume shortly, we are putting into place a system for agencies to sign up staff from which Trainers can set up trainings.

## **TREASURER’S REPORT – Sue Auman**

Treasurer Auman requested Courtney Miller, CAAP Finance Manager, to provide the report. Courtney Miller reviewed the March 31, 2021, CAAP Financial Statements. This is the first set of statements that uses the modified 2020-2021 budget that was approved at the February 17, 2021, board meeting. Included in the Statement of Financial Position, Ms. Miller indicated we have \$28,851 in our checking accounts and \$193 in our money market account. Since the last board meeting, our Vanguard investment account has appreciated in value by \$13,402.

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—but only when investments are included. Without investments, current assets do not cover current liabilities. The current ratio with investments included is 4.35 and the current ratio with investments excluded is 0.94. CAAP has \$739,869 in short-term assets when including the Vanguard investment account, and \$159,204 in short-term assets when excluding the investment account. Our current liabilities total \$169,960, which includes accounts payable, line of credit, accrued payroll, other accrued expense (CAAP Virtual Speaker Series 2021), accrued audit expense, deferred revenue, and payroll liabilities. The higher the current ratio, the more capable the organization is of paying its short-term obligations. The line of credit of \$102,340 makes up most of the current liabilities amount. The current ratio will improve once the line of credit is paid down later this year.

Our 03/31/21 accounts receivable balance is \$0.

Our 03/31/21 grants and contracts receivable balance of \$69,034 consists of \$33,604 due CAAP from the DCED Services Contract, \$33,223 DCED CARES, and \$2,207 from the RPIC grant.

Ms. Miller addressed specific line items of the Statement of Revenues and Expenditures where actual amounts varied significantly from budgeted amounts. Interest Income and Unrealized Gain on Investments are more favorable than budgeted. Consultants/Training and Conferences/Workshops/Meetings are significantly under budget due to fewer events being held because of COVID-19. Consultants/Training expense will increase as costs are incurred for the CAAP Virtual Speaker Series. The series runs from February through December 2021. Professional Services are under budget due to not yet spending the \$33,000 budgeted from RPIC CARES. Advertising Expense is also under budget. This line item has \$5,000 budgeted for printing of the CAAP Matrix, which may not happen until next fiscal year.

CAAP ended its first nine months of operations this fiscal year with a \$133,798 excess of revenues over expenditures.

**Motion 4.21.21b: The Board accepted the March 31, 2021, Financial Statement as presented.**  
Moved by David Mrozowski; seconded by Megan Shreve. The motion passed unanimously.

#### **Equity Ad Hoc Committee – Vanessa Philbert**

Vanessa stated that CAAP has entered into a contract with the Alliance for a Just Society to assist in Diversity, Equity and Inclusion efforts. The committee is looking forward to having actions to take.

#### **Pandemic Task Force – Sue Auman**

Sue said the network has been involved with promoting vaccinations. Latino Connections has had four Community Action sites. If any CAA is aware of an underserved area, please let Sue know. Reverse-engineered data from the PA Health Department should tell us where help is needed. CAPLAW resources are quite helpful and she is syncing them with PA guidelines for a plan to send out to all. Building readiness for re-opening is another issue to be aware of.

A discussion ensued about IM 161, using CARES funding for education and outreach to convince people of the need to be vaccinated. Raising/improving eligibility lowers risk, and we need a better strategy of listening and advising to skeptics and encouraging them to talk to medical professionals. Vaccinations for youth will be a huge factor in stopping the spread of COVID-19. Everyone is encouraged to share effective campaigns with the network.

#### **CAAP By-laws – Rick Beaton, Larry Berringer**

Rick complimented Larry on taking on the task to make the amendment revisions to the by-laws. We now need to put the proposed changes to the CAAP membership. Larry reviewed the changes and the reasons why they are necessary. There was discussion on which changes to recommend.

**Motion 4.21.21c: The Board accepted the changes and will put them to vote by the full membership.** Moved by Megan Shreve; seconded by Jen Wintermyer. The motion passed unanimously.

Wendy Melius thanked Susan, noting that Wendy would not be here without Susan's guidance to her Board of Directors.

There being no further discussion the meeting was adjourned at 11:07 a.m.

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Submitted by Darlene Bigler, Secretary