

Cooperative Educational Service Agency 3

Board of Control (BOC) Meeting Minutes

Monday, August 22, 2022

The Meeting of the Board of Control of the CESA 3 Agency was called to order by Chair Mike Humke at 6:30 p.m. on Monday, August 22, 2022.

Chair Mike Humke led the Board Members in the Pledge of Allegiance.

Roll call was taken, with the following Board members in attendance or *participating online: *Gary Andrews, Benjamin Gavinski, Mike Humke, Mark Johnson, Janet Matthes, *Kim Schmelz, and Wendi Stitzer. Member(s) who were not in attendance: Chantel Hampton, Bob Hermanson, April Jennings, and Kristin Spurley.

Chair Humke noted the official posting of the meeting by the Proof of Public Notice and the Agenda. A motion was made by Janet Matthes and seconded by Benjamin Gavinski that the Proof of Public Notice and Adoption of the Agenda be sufficient under the requirements of the open meeting law and be declared the official Agenda of the meeting. Upon voice vote, with all members voting aye, motion carried.

No public comment.

MINUTES: A motion was made by Gary Andrews and seconded by Benjamin Gavinski to approve the minutes of the regular meeting on July 25, 2022. Upon voice vote, with all members voting Aye, motion carried.

FINANCIAL REPORT:

Disbursements - The Board reviewed the A/P detail check register for July 2022. A motion was made by Benjamin Gavinski and seconded by Janet Matthes to approve the disbursements as presented. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

INFORMATION:

Annual Building & Grounds Walk-Through - The Board toured the facilities to gain an understanding of priorities.

Upcoming Audit: August 29, 2022- August 31, 2022

The audit has been moved up two months as a result of more organized systems and to help meet the Board of Control's vision to determine any dividends members might receive as a result of their cooperative purchases at CESA 3.

ACTION ITEMS:

Create 2022-2023 Building & Grounds Goals

After discussion about items on the list for consideration, the Board took no action.

Priorities will be given consideration and final approval in September. The following items were placed on the list during discussion:

- 1) Set up an account to contribute an annual amount for building and grounds emergencies and/or unforeseen repairs.
- 2) Build a kitchen in the area occupied by Conference Room E to include a serving window facing the Bistro area. This would allow for more efficient set-up for conferences, limit the interruptions that occur during workshops, and improve efficiency in the catering process. More tables would be added.
- 3) Update painted areas.
- 4) Insulate ductwork to limit water vapor causing ceiling tiles to be stained.
- 5) Replace stained ceiling tiles.
- 6) Replace Loading Dock Platform.
- 7) Replace Emergency Doors in Main Conference Room C/D due to rust issues.
- 8) Update bathroom water fixtures
- 9) Upgrade to lighter tables in Conference Room C/D.
- 10) Update Barn Conference Room Update: Suggested whitewash barn boards on wall, carpet, add floor outlets to eliminate extension cords.

The board will prioritize their Top 5 for the next two years.

Consider Annual Approval for WASB Networking Session at State Education Conference - A motion was made by Wendi Stitzer and seconded by Kim Schmelz to approve the WASB Networking Session at State Education Conference. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

Next regular Board of Control Meeting will be Monday, September 26, 2022, at 6:30 p.m.

There being no further business to discuss, a motion was made by Mark Johnson and seconded by Wendi Stitzer to adjourn the meeting at 8:20 p.m. Upon voice vote, with all members voting Aye, motion carried.