**Administrative Board**

Minutes from July 16, 2024

The Boulder County Division of the Community Action Programs Administrative Board met in-person and virtually in regular session on July 16, 2024, at 3482 N Broadway, Boulder CO and on TEAMS.

**Present:** Alex Kalkhofer, Erika Moats, Sakar Pudasaini

**Absent:** Patrick Dillon, Maryel Barron

**Staff Present:**  Kathryn Lehman

**Community guest:** None

**Kathryn began the meeting at 5:31 p.m.**

**Quorum Present: 3 out of 5**

**Public Comment:** No public Comment

**Approval of Board Minutes:** Review and approval of June meeting minutes.

**Directors Report**:

* PERL –PERL is working on evaluating and re-tooling Boards and Commissions training. Looking for board members to help out presenting on some topics.
* PIE – no new updates, still working through transition.
* Cultural Broker training offered by the CAP Project in second employee session. New training for the public to take place in early fall.

**Open Discussion:**

* Board members expressed interest in sitting in on PIE trainings or orientations. Also interest in having PIE present at a board meeting. Kathryn will look into it.
* The board requested that at meetings we have a section where we have short updates from CAP programs and team members. This would present an opportunity to learn more about the program and the wonderful people that make it possible.
* The board requested that every meeting have a brief section of upcoming activities that CAP is undertaking, with a particular emphasis on programs, meeting or other events board members could attend to see the program in action.
* The Board discussed making ours explicitly bilingual or multilingual. We will look into what technology other boards in Boulder and Longmont use for this. Possibly check out grants for a pilot phase.
* The Board reviewed CAP Board bylaws, in particular tripartite structure and mission. Is there an opportunity to update the CAP mission and vision statements and have the board participate or advise in that process?
* Board recruitment: develop a one-pager, consider how we can advertise it. Kathryn will send in newsletter and through county channels. Will also send bylaws and County comms/style documents so those who want to work on recruitment materials or flyers have some guidance.

**Action Items:**

* Kathryn, Alex, and Sakar will work on board recruitment pitch and other materials. Kathryn will send in newsletter.

**Adjourn**: Motion to adjourn at 6:34 p.m.

Submitted by Kathryn Lehman