**Administrative Board**

Minutes from November 21, 2024

The Boulder County Division of the Community Action Programs Administrative Board met in-person in regular session on January 21, 2025, at 3482 N Broadway, Boulder CO and on TEAMS.

**Present:** Alex Kalkhofer, Erika Moats, Roxanne Peterson, Erika Carlson, Maryel Barron, Katie McKillips, Dave Begleiter, Lisa Mae Mays

**Absent:** Sakar Pudasaini, Richard Garcia

**Staff Present:**  Kathryn Lehman, Maciel Leon

**Community guest:** None

**Kathryn began the meeting at 5:30pm**

**Quorum Present: 8 out of 9**

**Public Comment:** No public Comment

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

**Upcoming CAP Events**

* PERL Boards and Commissions training begins February 25
* Cultural Brokers to host training together with Latino Chamber of Commerce starting in February

**Director’s Report:**

* PIE program fiscal transition is now complete and they’ve resumed recruiting new clients
* PERL and Cultural Brokers holding upcoming trainings

**Open Discussion:**

* + Overview of Officer positions
  + Discussion of Nomination and selection process
  + Discussion of standing committees outlined in bylaws
  + The board agreed to table the discussion of other standing committees for after the establishement of officer roles
  + Katie suggested that we create a candidate questionnaire to help with election process
  + Maryel suggested we post questionnaires to our google drive
  + Board also came up with the idea of posting board member bios and photos to the drive

**Action Items:**

* Kathryn will develop a candidate questionnaire for officer elections and distribute to the boards
* Kathryn will send google drive link to the board
* Those interested in officer positions will fill out questionnaire and send to Kathryn or post to google drive by Tuesday, February 11

**Adjourn**: Motion to adjourn at 7 p.m.

Submitted by Kathryn Lehman