

Annual Meeting AGENDA(s)

Pace Community Action Agency, Inc.

**Board of Directors
Greg Jones, President
Agenda
January 18, 2024**

- I. Call to Order, Introductions, Roll Call
- II. Approval of Minutes from previous meeting
- III. Installation of new board member
Jamie Woodruff, Sullivan County Public Sector
- IV. Report from the Executive Director Tai Blythe
- V. Committee Reports
 - A. Executive Committee**
 - 1. Action required to approve:
 - a. Planning Calendar **ATTACHMENT A**
 - b. Personnel Policy Handbook **ATTACHMENT B**
 - c. Standard Operating Procedures **ATTACHMENT C**
 - d. Safety Manual **ATTACHMENT D**
 - e. Succession Plan **ATTACHMENT E**
 - f. Technology & Risk Plan **ATTACHMENT F**
 - g. Customer Service Manual **ATTACHMENT G**
 - h. Agency Style Guide **ATTACHMENT H**
 - i. Resource-Sharing Agreement Renewal **ATTACHMENT I**
 - j. Compensation Plan **ATTACHMENT J**
 - B. Finance Committee** Joel Smith, VP Finance
 - 1. Action required to approve:
 - a. Financial Report – Bank reconciliations
 - b. Accounting Procedures Manual **ATTACHMENT K**
 - c. Cost Allocation Plan **ATTACHMENT L**

C. Planning and Development Committee

Jeremy Wimmenauer, VP PDC

Action required for authorization to submit and enter into contract:

1. Development:

- a. Indiana Community Action Association (INCAA)
CenterPoint Share the Warmth - Weatherization
Funding Dates: April 15, 2024 through March 30, 2025
Funding Amount: Unknown

VI. New Business

1. Action required to approve:

- a. HS/EHS Policy Council Minutes – 11/20 & 12/4

ATTACHMENT M

- b. Out of Area travel for Tai Blythe, Executive Director
 - April 11-12th – Bloomington, MN
New Region V Executive Director Orientation
Estimated cost: \$2,000

VII. Election of Officers

1. Report from Nominating Committee

(Jazmin Murfee, Chairperson; Elizabeth Hilderbrand & Clarrisa Cornelius)

Greg Jones, President

Jordan Orwig, at large

Joel Smith, VP Finance

Jeff Neal, at large

Jeremy Wimmenauer, VP PDC

Jill Bailey, at large

Marc McNeece, Secretary

2. Nominations from the floor

3. 2024 Election

VIII. Business from the Floor

1. Two volunteers needed to conduct program reviews to share at the following meetings:

- May

-September

2. Mission Moment

IX. CAA Meeting Adjournment

Pace Ventures Holding Corporation

**Board of Directors
Terry Wise, President
Agenda
January 18, 2024**

Voting Members: *(only)*

Terry Wise

Joel Smith

Wendy Bouvier

Liann Smith

Chris Hertel

Jonathan Vennard

Tai Blythe

Bradley Smith

Tim Trotter

I. Call to Order / Roll Call

II. Approval of Minutes from 1/19/2023, 9/6/2023 & 10/2/2023

ATTACHMENT A

III. Report from the Executive Director

ATTACHMENT B

IV. Action Required to Approve:

1. Resource-Sharing Agreement Renewal

ATTACHMENT C

2. Ventures Accounting Procedures Manual

ATTACHMENT D

3. Board Resolution

ATTACHMENT E

V. Financials

ATTACHMENT F

VI. 2024 Election of Officers

Terry Wise, President

Tai Blythe, VP

Liann Smith, Secretary

1. Nominations from the floor

2. 2024 Slate Approval

VII. Holding Corporation Adjournment

Pace Development Corporation

Board of Directors

Agenda

January 18, 2024

Voting Members: *(only)* Pace CAA Executive Committee, Tai Blythe & Liann Smith

Joel Smith

Jeremy Wimmenauer

Marc McNeece

Jeff Neal

Jill Bailey

Jordan Orwig

I. Call to Order / Roll Call

II. 2024 Members Approval

III. Approval of Minutes from 1/19/2023

ATTACHMENT A

IV. Executive Director Report

ATTACHMENT B

V. Election of Pace Development Corporation Officers (2024 Term)

Tai Blythe, President

Greg Jones, Vice President

Liann Smith, Secretary

VI. Adjournment