

CAPS Board Member Meeting
November 1, 2021 1pm-3pm
Teams

Attendees: Shawn McNamara, Lindsay Kelly, Jennifer Heman, Toni Papik, Elizabeth Stewart, Allison Heemer, Stephanie Cisneros, Linette Schweizer

Absent: Lindsey Dixon

1. Approve October minutes
 - a. Shawn moved to approve; Stephanie seconded. Motion approved.
2. Treasurer report-\$11,925.88
3. CPAT-R
 - a. Thinkific/discussion board updates
 - Many of the discussion board meetings have been cancelled.
 - b. User review-who/when
 - Will continue to review every week and update users.
 - Lindsay will update the CAPS Member list for an easy access to view who is part of a Pretrial Agency
 - c. Group rate
 - The Board agreed to have \$100 group rate, regardless of how many participants are included in the group.
 - The website was updated to include the group rate.
 - Lindsey Dixon to notify PEN of the new group rate and changes to the Thinkific website
4. Fall Conference
 - a. Registration status
 - 15 Members registered in person
 - 14 Members registered for virtual
 - b. Hybrid update (Jennifer)
 - Jennifer will create an MS Teams invite to send to Lindsay to send to those participants registered virtually
 - c. Finalize schedule of events-how to deliver to participants
 - Shawn will print schedule of events for all participants
 - d. Maps
 - Jennifer has maps prepared
 - e. Food/gift cards
 - Allison will place the order to Jimmy Johns

- Lindsay will send all information for Vegetarian and Gluten Free to Allison
 - Allison will have \$25 gift cards for 7 participants
- f. Board member schedule
- Shawn will report at 7:30am in person
 - Lindsey will need to report early to provide the breakfast
 - Lindsay will report by 7:00am
5. Elections
- a. Lindsay will send request for positions with a deadline by November 19th. Once receiving submissions, Lindsay will send these for voting with a deadline of December 3rd
6. Next meeting
- a. December 8th from 1pm-3pm