



September 2026 Board of Directors

September 23, 2026 Meeting Overview Recording
[video1315545304.mp4](#)

September 2026 (voting items only) Meeting Minutes
September 25, 2026; 12:00 to 12:30 pm

Attendance: Hilary Koehn, Dana Clary, Tabitha Morris, Aaron Grunewald, Emily Goetz, Elizabeth Durkin, Nicole Gilmore, Stacie Daniels

Meeting started 12:36pm

Bylaws, Policies and Procedures, shared by Dana

- [DRAFT Policy 2080: Allowable Employee Expenses](#) - Approved by BPP Committee via email vote, 7.23.26, then Personnel Committee on 9.11.26.

Stacie moved to approve Policy 2080: Allowable Employee Expenses updates as presented, Aaron seconded

7 yes, motion passes unanimously

- [DRAFT Policy 601: Purchase Orders](#) - Recommended by Finance Committee on 8.19.26. BPP Committee concluded email vote on 9.14.26 approving changes.

Elizabeth moved to approve Policy 601: Purchase Orders updates as presented, Aaron seconded

Discussion - Should the next line, "Purchases for less than \$500 do not require a purchase order form but must be approved by the Executive Director. " be updated to \$10,000 also. Hilary shared that this process is specific to the purchase order, but is not something requiring additional board approval and could remain the same. Hilary also gave a brief overview of current practices with purchase orders.

7 yes, motion passes unanimously

- [DRAFT Policy 202: Cash Account Procedures](#) - BPP Committee approved 8.26.26, then Finance Committee approved 9.16.26.

Stacie moved to approve Policy 202: Cash Account Procedures updates as presented, Tabitha seconded

7 yes, motion passes unanimously

Finance Report, Aaron Grunewald

- [Finance Documents - Post Reviewed](#)

- Reviewed financial documents, noted comments that Kara (CCA) attaches to reports, shared about the transcreation line item

Aaron moved to approve the financial documents as presented, Tabitha seconded

Discussion - Question about the subscription for chatgpt, Hilary shared that the business account is not free, however, they do have a promo code to reduce the cost to \$8/month. Hilary shared that this is useful for updating maps of program services as these change.

7 yes, passed unanimously

- Account for fundraising

- Shared for fundraising purposes for SCP and KPATA an account is needed that can be able to give access to a 3rd party to input funds into the account. This would be creating a new account so that current accounts would not be compromised by giving a 3rd party access.

Aaron moved to set up a separate checking account for fundraising and donations, Stacie seconded

7 yes, passed unanimously

Meeting adjourned at 12:59pm