The Boulder County Division of the Community Action Programs Administrative Board met in regular session on February 19, 2019 at the Salon De Dialogos at CAP.

**Present:** Stephanie Burke, Melanie McGinn, Brittney Wilburn (by phone), & Bhola Katuwal

**Absent:** Gina Barajas, Susan Boucher, Robin Chavez

**Staff Present:** Maciel Leon & Magdalena Ruiz

**Maciel began the meeting at 6:15 p.m.**

**No Quorum Present (4 out of 10 were present)**

**Public Comment:** No public comment.

**February Minutes:** Motion to approve minutes – Stephanie Burke 2nd – Melanie McGinn

**Directors Report:**
Maciel Leon notified the board that the commissioner’s office had appointed all four board applicants to the CAP Administrative Board. The announcement was e-mailed last week and Maciel reached out to all four new board members and invited them to attend this evening’s meeting if they were available.

**Open Discussion:**

- Maciel welcomed new board member, Bhola Katuwal and asked if he could tell us about himself. Existing board member introductions followed.

- The board decided to wait on assigning board positions since not everybody was present, including the rest of the new board members.

- Maciel Leon reminded the board that we will have Elicia Goodsoldier from PERL at the upcoming March meeting in order to help align our board by training us on what it means to serve on a board and what it means to accept a position within the board.

- Maciel Leon has been working with Robin Bohannan on how to best communicate the phasing out of Circles USA to stakeholders, funders, Circle Leaders and Allies. Announcement to the Circles Leaders and Allies will happen on March 13th. Letters to stakeholders and funders will be mailed out the same week.

- A few discussions regarding new programming have been put on hold due to other things taking precedence.

- MCAB date is set for the evening of October 3rd. Maciel may need the board’s help as planning continues, specifically with getting the word out regarding nominations, artists, etc.

**Adjourn:** Motion to adjourn at 7:15 p.m. The board approved.

Submitted by Maciel Leon