

**Annual Meeting AGENDA(s)**

**Pace Community Action Agency, Inc.**

**Board of Directors  
Greg Jones, President  
Agenda  
January 19, 2023**

- I. Call to Order, Introductions, Roll Call
- II. Approval of Minutes from previous meeting
- III. Installation of new board member  
Jathan Wright, Greene County Private Sector
- IV. Report from the CEO Dr. Bertha Proctor
- V. Committee Reports
  - A. Executive Committee**
    1. Action required to approve:
      - a. Planning Calendar **ATTACHMENT A**
      - b. Standard Operating Procedures **ATTACHMENT B**
      - c. Safety Manual **ATTACHMENT C**
      - d. Succession Plan **ATTACHMENT D**
      - e. Succession Plan Timeline **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**
  - B. Finance Committee** Joel Smith, VP Finance
    1. Action required to approve:
      - a. Financial Report – Bank reconciliations
      - b. Investment Portfolio  
Adjustments to 50% Fixed Income / 50% Total Equity
      - c. Accounting Procedures Manual **ATTACHMENT J**
      - d. Cost Allocation Plan **ATTACHMENT K**

**C. Planning and Development Committee**

Action required for authorization to submit and enter into contract:

1. Development:
  - a. Indiana Housing & Community Development Authority  
Department of Energy (DOE) - Weatherization  
Funding Year: April 1, 2023 through March 31, 2024  
Funding Amount: Unknown
  - b. Indiana Community Action Association (INCAA)  
CenterPoint Share the Warmth - Weatherization  
Funding Dates: April 15, 2023 through March 30, 2024  
Funding Amount: Unknown

VI. New Business

1. Action required to approve:

- a. HS/EHS Policy Council Minutes – 11/21

**ATTACHMENT L**

VII. Election of Officers

1. Report from Nominating Committee  
(Ellen Martin, Jazmin Murfee & Laura Petty, Chairperson)

*Greg Jones, President*

*Joel Smith, VP Finance*

*Jeremy Wimmenauer, VP PDC*

*Marc McNeece, Secretary*

*Jordan Orwig, at large*

*Jeff Neal, at large*

*Jill Bailey, at large*

2. Nominations from the floor

3. 2023 Election

VIII. Business from the Floor

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

-March

-July

-September

-November

2. Mission Moment

IX. CAA Meeting Adjournment

**Pace Ventures Holding Corporation**

**Board of Directors  
Terry Wise, President  
Agenda  
January 19, 2023**

Voting Members: *(only)*

Terry Wise

Joel Smith

Wendy Bouvier

Dr. Bertha Proctor

Chris Hertel

Jonathan Vennard

Tai Blythe

Ann Lewis

Tim Trotter

I. Call to Order / Roll Call

II. Approval of Minutes from 1/20/2022

**ATTACHMENT A**

III. Report from the Secretary, Tai Blythe

**ATTACHMENT B**

IV. Action Required to Approve:

1. Resource-Sharing Agreement Renewal

**ATTACHMENT C**

2. Ventures Accounting Procedures Manual

**ATTACHMENT D**

V. Financials

**ATTACHMENT E**

VI. 2023 Election of Officers

*Terry Wise, President*

*Dr. Bertha Proctor, VP*

*Tai Blythe, Secretary*

1. Nominations from the floor

2. 2023 Slate Approval

VII. Holding Corporation Adjournment

**Pace Development Corporation**

**Board of Directors**

**Dr. Bertha Proctor, President**

**Agenda**

**January 19, 2023**

Voting Members: *(only)*

Pace CAA Executive Committee members, Dr. Bertha Proctor, and Tai Blythe

I. Call to Order / Roll Call

II. Approval of Minutes from 1/20/2022

**ATTACHMENT A**

III. Report from the President

**ATTACHMENT B**

IV. Election of Pace Development Corporation Members & Officers (2023 Term)

*Bertha Proctor, President*

*Greg Jones, Vice President*

*Tai Blythe, Secretary*

*Joel Smith*

*Jeremy Wimmenauer*

*Marc McNeece*

*Jeff Neal*

*Jill Bailey*

*Jordan Orwig*

1. Nominations from the floor

2. 2023 Members and Officers Approval

V. Adjournment