

**CAPS Board of Directors Meeting  
Westminster, MA  
Minutes of the January 22, 2015 Board Meeting**

**Call to order:** At 2:36 p.m. Chairman Ralph Hicks called the meeting to order.

**Members present:** Ralph Hicks, Anthony Polito, Peter Stephens, Suzanne Koehler, Deb Koziol, Maureen Marshall, Rebecca Badgley, Mike Niles. Also present, Ed McCaul, Justin Nussey, Kathy Stemm, John Mara, Cheryl Rohrig.

**Members absent:** Denise Clemons, Dianne Salcedo, Tari Thomas.

**1. Motion to accept the Minutes** of December 17, 2014 meeting was made by Dr. Marshall and seconded by Ms. Koziol. Motion passed unanimously.

**2. Director's Report:** The Director's Report is attached to these minutes.

**3. New Hires/Staff changes:** Nothing to report at this meeting.

**4. Executive Director Search:** After a short discussion Dr. Hicks formed an Ad Hoc committee to look into how to proceed with the search for a new Executive Director since Dr. McCaul has stated his intention to retire on July 31, 2015. The committee will consist of Mr. Stephens, Mr. Niles, Dr. Marshall, Mr. Polito and Dr. Hicks. That committee will meet on February 2, 2015 at 8:30 a.m. at Sonoma Square. Dr. Hicks stated his wish to have a joint meeting with the FLLAC Board for a discussion pertaining to the intention of both Boards regarding the future plans for Collaboratives in this area. He will contact Dr. Richard Murphy regarding this desire. The FLLAC Board meeting is scheduled for February 5, so possibly this joint meeting could take place at 10:00 a.m. following that meeting

**5. Subcommittee Reports:**

- Warrant Subcommittee (meets as needed)
- Policy/Personnel (Next meeting: March 5)
- Finance/Facilities (Met January 22, next meeting February 9, 4:30p.m. at Sonoma Square)

**6. Meeting Schedule:** The next board meeting is scheduled for February 11, 2015 at 3:30 a.m. at Sonoma Square.

**5. Adjournment:** A motion was made by Mr. Niles, seconded by Mr. Polito to adjourn at 3:10 p.m. Motion passed unanimously.

Respectfully Submitted,

Cheryl E. Rohrig  
Recording Secretary

Peter V. Stephens  
Secretary