

Executive Committee Meeting

4:30 PM – Thursday, September 25, 2025

JP Coughlin Center – Meeting Room B

625 E. County Rd Y | Oshkosh, WI 54901

Present:

Connie Anderson, Danielle Viau, Tami Christian, Jay Myrechuck, Shawn Ross, Paulette Feld, Joe Gonyo, Michael Will, Gayle Demler (4:51)

Absent/Excused:

None

Staff:

Tanya Marcoe, CJ Bruden, Kathy Doyle (4:50), Kelly Mauer (4:58), Joe Lougher (5:00)

Call to Order:

The meeting was called to order at 4:31 PM by President Connie Anderson. A quorum of 9/9 was present.

Review and Approval of Agenda:

A motion was made by Paulette Feld, with a second by Michael Will, to approve the agenda as presented. Motion carried.

Review and Approval of May 22, 2025, and September 5, 2025, Committee Meeting Minutes:

A motion was made by Jay Myrechuck, with a second by Paulette Feld, to approve May 22, 2025, and September 5, 2025, meeting minutes as amended. Motion carried.

Review and Approval of revised ADVOCAP By-Laws:

Tanya presented the revised ADVOCAP By-Laws and explained that they are reviewed by an attorney every 5 years. The following adjustments were made:

- a) Added provision for electronic meetings
- b) Added IRS Code
- c) Removed “in accordance with Economic Opportunity Act” and replaced with “CSBG”
- d) Removed term “the poor” and replaced with “Low Income Individuals”
- e) Removed reference to “annual meeting” and replaced with “May Board Meeting”
- f) Added section for term of office
- g) Added section for alternate(s)
- h) Added section for special meetings
- i) Added section for fair notice of meetings
- j) Added section for board vacancy
- k) Adjusted term for Executive Committee review from 45 to 60 days.

A motion was made by Michael Will, with a second by Shawn Ross, to approve the revised ADVOCAP By-Laws

Review and Approval of revised ADVOCAP Committee Manual:

Tanya presented the updated formatting of the ADVOCAP Committee Manual. Adjustments were made to make the manual easier to review, and additions were made for the Head Start Policy Council, Foster Grandparents Advisory Committee, RSVP Advisory Committee, Senior Nutrition Advisory Committee, and Ad-Hoc Committees. Additionally, a placeholder was added for the potential Homeless Advisory Council.

After discussion of the changes, this agenda item was tabled pending revisions and will be electronically approved at a later date.

Review and Approval of ADVOCAP Board Code of Ethics:

Tanya presented a newly formed Code of Ethics that will help serve as a guideline for appropriate behavior as well as disclose any potential conflicts of interest while representing ADVOCAP.

Tami Christian requested minor adjustments to language in the Code of Ethics.

A motion was made by Tami Christian, with a second by Paulette Feld, to approve the ADVOCAP Code of Ethics as amended.

Review and Approval of ADVOCAP Conflict of Interest Policy and Disclosure Form:

Tanya presented the newly revised ADVOCAP Conflict of Interest Policy and Disclosure Form and explained that the revisions were made to better align with CAPLAW Policy.

A motion was made by Jay Myrechuck, with a second by Gayle Demler, to approve the ADVOCAP Conflict of Interest Policy and Disclosure Form as presented.

Review and Approval of ADVOCAP Board Questionnaire

Tanya presented the ADVOCAP Board Questionnaire to become more familiar with board members and better understand their strengths and areas of interest.

A motion was made by Tami Christian, with a second by Shawn Ross, to approve the ADVOCAP Board Questionnaire

Board consideration and vote on removal of Board Member Amy Kovalaske per By-laws Article II, Section 3.2:

Tanya asked the Executive Committee to consider and vote on removal of board member Amy Kovalaske due to a lack of involvement, citing that she hasn't participated in any board or

committee meetings since becoming a member of the ADVOCAP board and has been exceedingly difficult to contact.

A motion was made by Mike Will, with a second by Jay Myrechuck, to approve the vote from the removal of Amy Kovalaske from the ADVOCAP Board of Directors. There were no opposed.

Recommendation and Approval of Board Member Seth Therrian as low-income seat from the Tiny Home Village:

Tanya presented a recommendation for a new potential board member, Seth Therrian, as a new low-income seat for the ADVOCAP Board of Directors.

A motion was made by Tami Christian, with a second by Shawn Ross, to approve Seth Therrian as a new low-income seat for the ADVOCAP Board of Directors.

Other Business/Announcements/Reports:

- a) Committee Meetings October 23, 2025, at the ADVOCAP Berlin Office, 237 Broadway, Berlin, WI 54923
- b) Executive/Board Meeting November 20, 2025, at the ADVOCAP Fond du Lac Office, 19 W 1st Street, Fond du Lac, WI 54935
- c) Holiday Celebration December 4, 2025, at the Radisson Hotel and Conference Center, Fond du Lac
- d) Committee Meetings December 18, 2025, at the ADVOCAP Oshkosh Office, 2929 Harrison St, Oshkosh, WI 54901

Adjournment:

A motion was made by Jay Myrechuck, with a second by Paulette Feld, to adjourn the meeting at 5:38pm. Motion carried.