

## **MINUTES**

### **EXECUTIVE COMMITTEE**

**JANUARY 7, 2005**

The meeting was called to order by Chair Gale McGaha Miller 10:05 a.m., and all members of the Executive Committee were present. The minutes of the December 10, 2004 meeting were reviewed, Mr. Adams made a motion to approve the minutes, Mr. Farrill seconded the motion, and it passed.

The draft contract for the new manager was then discussed. Various paragraphs were modified beginning with "Section 1 – Duties", where reference to an attached job description was inserted. "Section 2 – Term" was revised to say the Association would give 120 days notice of its intent to renew the contract before it expires and the contract would be extended until the new contract was agreed upon. "Section 3 – Other Employment" was modified to refer to general activities and to insert a reference to those activities not constituting any conflict of interest.

"Section 4 – Termination" was modified to add reference to the initial six month probationary period and to insert a provision for severance pay equal to one month's salary for each six months of employment to a maximum of four months salary. The employee notice was made 30 calendar days. "Section 5 – Salary" used the wording from the packet using bi-weekly pay periods and mentioning a salary adjustment possibility after the initial six month probationary period. "Section 6 – Hours of Work" should indicate normal hours are 8 to 5 Monday thru Friday. "Section 7 – Automobile" had new wording including a provision for amending the approved mileage rate during the year if the IRS rate is adjusted.

"Section 8 – Benefits" should include "long-term" for disability insurance and (after 90 days), indicate a maximum carry-over for unused sick leave of 520 hours, mention that there is no cash value of unused sick leave at separation, and state that the employee's required contribution to retirement is 3% of salary. All benefits would be listed on an attachment and referred to as Exhibit B. The holidays allowed will be listed.

"Section 9 – Professional Expenditures" remained as drafted. Mr. Adams asked if any prior approvals may be needed for expenses related to professional development, but it was decided it could be handled through budget approvals. "Section 10 – Other Terms and Conditions of Employment" retained the same first paragraph, but the second paragraph referring to the Articles of Association was deleted as not necessary. "Section 11 – General Provisions" had some new language added for legal considerations. It was decided that a separate paragraph related to renewal of the agreement was not necessary as it was covered in "Section 2 – Term".

Mr. DuBois said he would revise the agreement and email it to all Executive committee members for approval on Monday.

A hard copy of the 2005 budget that was approved by email was included in the agenda for information. Mr. Adams announced the BTWF annual meeting and Mr. DuBois mentioned the Selenium meeting on January 11.

There being no further business, the meeting was adjourned at 11:35 a.m.