

ICEC Executive Committee Meeting

Minutes

2 August 2016
6:30 p.m. via Zoom

The meeting was called to order by Beth Martin at 6:30 p.m.

Attending:			
Emily Klein	x	Lisa Ralls	x
Martha McCormick		Karess Knudtson	
Terrie Hoefer	X	Linda Zaletel	X
Beth Martin	x	Adam Puderbaugh	x
Staff: Linette Bernard	X		

Beth Martin asked if there were any additions or corrections to the agenda. Hearing none the agenda is approved as sent.

Beth Martin asked if there were any additions or corrections to the 20 July 2016 meeting minutes. Hearing no additions or corrections, the minutes are approved.

Lisa Ralls joined the meeting at 6:33; Emily Klein joined the meeting at 6:35

Discussion Items

1. Executive Committee reviewed duties and discussed any changes to position and duties of the Executive Director position.
A motion by Emily Klein to increase the position to full time with a range of \$35-\$40,000 and to be reviewed for the second year was seconded by Lisa Ralls. All voted aye and motion carried.
2. Timeline for advertising, interviewing
Advertise with ICEC, IAN, teachers etc. Everyone should brainstorm more about where to send the job notice. No application just a letter and resume.

Action Items

1. Review and approve Executive Director position description for advertising
Emily and Beth will work on the position description by August 12 and send out for other comments and hold a Zoom meeting on the 22nd. Zoom meeting set for August 22 at 6:30 p.m. to discuss position description etc.
2. Letter of agreement for Linette Bernard to complete tasks of REAP-CEP Grant 15-17 from 12 October through final report submission no later than 14 April 2017
Adam Puderbaugh moved to write a letter of agreement to Linette and Missy Smith (current contractor) to complete the tasks of the REAP-CEP Grant 15-17 not to exceed \$12,000 or 575 hours. The motion was seconded by Linda Zaletel. The motion passed unanimously. Terrie Hoefer will write the letter.
3. The warrant has still not been received for REAP-CEP 17-10. It will be coming. We need to submit the bills for payment to the accountant. It was moved by Linda Ralls to submit the bills to the accountant and the motion was seconded by Adam Puderbaugh. The motion passed unanimously.

Linette informed the board that the bill for the insurance has been sent to the accountant in the amount of \$1677.00.

Adjourn

Beth Martin said that with no further business, the meeting is adjourned at 7:28 p.m.