

**ICEC Executive Committee Meeting
Minutes**

22 August 2016

6:30 p.m. via Zoom Video Conference

The meeting was called to order by Beth Martin at 6:34 pm

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

Terrie Hoefer made a correction to the 2 August 2016 ExCom Meeting Minutes. The title needs to be corrected to read “Minutes” instead of “Agenda.” Linda Zaletel moved to approve the minutes with the correction and Karess Knudtson seconded. The motion passed unanimously.

Adam Puderbaugh joined the meeting at 6:37 pm

Action Items

1. Approve Executive Director position description for advertising

The position description for the executive director was discussed and reviewed thoroughly. Application deadline was agreed upon.

Emily Klein motioned and Lisa Ralls seconded that board members will review and approve the position description by this Thursday Aug. 25, 2016. Motion passed unanimously.

Discussion Items

1. Plan for advertising position... Several board members agreed to post the description through many organizations such as, IAN, NAI, NAAEE, AEA as well as Iowa Workforce etc.
2. Interview dates were set as follows:
Sept 24, 2016 - Beth and Linda, Emily is available during part of the day, and maybe Adam.
Sept 25, 2016 - Beth, Linda, Adam are available
Linda will invite Anita O’Gara to participate to offer her expertise

Linda Zaletel adjourned the meeting at 7:57 pm

FYI, 2016 ExCom meeting dates:

- October 11, 2016, 6:30 p.m. via Zoom
- January 12, 2017, 6:30 p.m. via Zoom
- Annual Meeting, February 3, 2017 at Springbrook Conservation Education Center, ExCom immediately upon adjourn of Annual Meeting

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