

Special Meeting minutes for New Executive Director Position: 11/13/23

Those Attending: Dave, Jim, Dan, Justin, Bubba

Dave reviewed his meeting with Tim and Scott. They both are very excited about working with each other and believe they will work well with each other. They felt that the division of responsibilities really matched their strengths. They will support each other and work with each other completely. They will establish weekly communication with each other.

Tim felt the job description and salary identified was great and didn't need to be changed. Tim is being offered the Executive Director of Operations Position.

Scott felt his Job description was great, but requested a small change in salary. Instead of the ability to increase his salary by \$15,000.00 by bringing in additional income to NHSACA and receiving 50% of that income (capped at an additional \$15,000.00, Scott is requesting receiving 15% on new income without a cap. Scott is being offered the Executive Director of Finance.

There was an in-depth discussion on this as well as reviewing and reconfirming the need to make this change for NHSACA. Justin and Dave reported on the two zoom meetings held with board members interested in discussing the proposed changes to the executive director position. The Executive Committee reviewed the major points of the contracts and job descriptions for each position and directed Dave to draw up the contracts and edit the job descriptions, submit them to the executive committee electronically as soon as possible for approval.

Justin moved to approve the two positions of Executive Director of Operations and the Executive Director of Finance. Seconded by Dan. The motion carried unanimously.

The committee agreed to these steps in this process

1. Dave will contact Randy Johnson with the By-law committee to draft the necessary by-law change.
2. Dave will inform the full board of the progress the executive committee has made in identifying the new executive director(s)
3. Dave will establish the electronic voting process for the proposed by-law change.
4. If approved, Dave will draw up the contracts for Tim and Scott.
5. Once Tim and Scott agree to their contracts, Dave will submit the contract to the executive committee for their approval.
6. Once the executive committee approves the contracts Dave will submit the contracts to the full board for their approval. (electronic voting again)
7. Dave will contact TPG to discuss cancelling our contract with them. Dave believes he has a good relationship with them and should be able to take care of this.

The meeting was adjourned.