



EXECUTIVE MEETING NOTES

Meeting date:	November 3, 2022
Report date:	November 7, 2022
Chaired by:	Adriane Clutter
Report submitted by:	Meredith Bowers
Members, others attending:	Via Zoom Members: Adriane Clutter, Carolyn Erskine, Carol Walsh
[Indicate also call-ins]	Staff: Elijah Wheeler, Meredith Bowers
Members absent:	Nicholette Bligen, Michelle Taylor, Hannah Davis

Committee business undertaken:

[Summary narrative or list of meeting discussions and business undertaken]

Agenda review:

- Pulled Employee Manual from the agenda until a future date when more members were present and there was more time for discussion.
- Added agenda item about HR consultant

Governance (Carol):

Carol gave overview of Board Orientation on October 27th. Mentioned interest in more social events for Board Members. Elijah suggested building on already scheduled MCCC events and will make sure Board is aware of upcoming dates.

ED Report (Elijah):

- Staff is growing. Three new hires: OST Program Coordinator, Grants and Contracts Coordinator, and Senior Accountant.
- New NBPA partnership: \$25K investment in Long Branch sports program.

HR Consultant (Adriane):

Interest in bringing in an HR firm to help with compensation and evaluation of ED.

Actions and decisions:

[List]

- Approved of next Board meeting agenda
- Include agenda item requesting formation of an Ad Hoc Committee working on ED compensation and evaluation

Questions for the full board:

Actions requested of the full board:

[to be added to the board meeting agenda]

- Approve September 2022 Meeting Minutes
- Accept FY22 Financial Audit
- Approve formation of an Ad Hoc Committee to create a policy and process for evaluation of the Executive Director's compensation and performance on an annual basis or as needed.

**Implications
for other
Committees:**

Present Ad Hoc Committee recommendation to Fiscal Committee for guidance regarding including funding for study in the FY23 budget.

**Next
meeting
date:**

TBD, before January meeting

**Next
meeting
agenda
items:**

Employee Manual Review, Ad Hoc Committee Report, Strategic Plan Progress

Other Notes: