

**Date:** Sunday, January 11, 2015

**Members Present:**

Alan Moore  
Chris Buice  
Cindy Moffett  
Grier Novinger  
Kate Benson  
Kathy Bohstedt  
Lance McCold  
Laurie Knox

Linda Randolph  
Marco Castaneda  
Mary Jo Holden

**Members Absent:**

John Mashburn  
Jon Coffee  
Maureen McBride

## 1. Opening

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Linda called the meeting to order at 12:45 PM and gave the opening words.

## 2. Board vote required

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The special board meeting was called in order to vote on a proposed new director of administration. Because the DA is a member of the executive team, board approval is required to hire for this position.

Grier, chair of the search committee for director of administration, reported that the committee received five or six resumes, interviewed three applicants, and recommended two strong candidates to Chris for interviews. Chris found both to be very strong candidates and took a week to decide which one he preferred; he said it was an extremely tough decision. The candidate's qualifications were shared with the board. After further questions to Chris, **the board voted unanimously to approve the candidate**. Chris and Grier hoped to complete the background check, make the offer, and notify other applicants within a day or two.

Board members were reminded that this is confidential information until the background check is completed, the offer is accepted, and other candidates are informed.

Grier agreed to write up the process the search committee followed, including what general questions were asked of interviewees.

The need for defining and documenting the policy and processes for hiring the DA, as a member of the executive committee, and the role of the board in the hiring process was discussed. Although a policy is in place for staff hiring, it does not address differences in procedures for a director of administration. Linda will put this on the agenda for the January 18 board meeting.

## 3. Closing words

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Linda offered the closing words and the meeting adjourned about 1:30 PM.

Next meeting: Sunday, Jan. 18, 12:45 PM. Mary Jo will provide the opening and closing words.

Respectfully submitted,

Cindy Moffett, Secretary  
Sunday, January 11, 2015