

4/1/2020

WJFF Board of Trustees Personnel Committee

Committee member present: Judith Schwartzstein, John Gordon, Sally Stuart, Duncan Cooper, Kevin McDaniel, Clay Smith

Non-committee trustees present: Thane Peterson

Staff present: Dan Rigney

Quorum being present by conference call, Sally called the meeting to order at 5:30pm

Motion: (Judith, Duncan) Approve minutes from 3/4/20

All in favor

Discussion Job Description: Dan explained his updated job description for the Production & Volunteer Relations Manager. Some in the committee suggested changing the job title and loosening the qualifications about a college degree. Plan to post soon and interview in May, with the same hiring group as the previous search.

Discussion 2020 GM Goals: Discussed and finalized Dan's performance goals for 2020. They will be added to his performance review and will be considered in his 2020 performance review. Dan will sign his final review with goals and put it in his personnel file.

Motion: (Sally, Duncan) move to close meeting at 6:30pm