

11/21/2019

WJFF Board of Trustees Personnel Committee
WJFF Station, Jeffersonville, NY

Call to order: 10:05 am

Committee member present: Sally Stuart (phone), John Gordon (phone), Judith Schwartzstein, Duncan Cooper

Non committee member trustees joining, all by phone: Tim Bruno, Angela Page, Thane Peterson (he joined at 10:10)

Committee Member Absent: Kevin McDaniel

Staff present: Dan Rigney

Motion: To enter executive session regarding a personnel matter
(Sally, Duncan) all in favor

Motion: To close executive session. Angela and Judith to meet with Dan in the next week regarding a personnel matter.
(Judith, Duncan) all in favor

Dan presented his thinking on creating an Operations Manager position, which would fill the vacancy created by the former Assistant Manager's departure. This job would cover operation, finance, administration, and volunteer coordination. The committee offered feedback about scope, salary, and general thoughts on the ideal candidate.

Dan explained the hiring process: now that the committee has reviewed the job description, Dan will incorporate feedback, then he'll start distributing the job listing with the intent to interview mid-December, including a second interview to incorporate members of the committee.

Scheduled next personnel meeting week of 12/16, exact time TBA

Motion: To close the meeting at 11:22
(Judith, Duncan) all in favor