

MINUTES

PERSONNEL COMMITTEE

Held: Wednesday, March 10, 2022, at 8:30 a.m.

Location: via Zoom

ATTENDANCE:

Present:

John McKenty, Judy Brown and Delores McAdam

Absent:

None

Guests:

None

Recording Secretary:

Kari Clarke

1. Third Meeting in 2022:

a) Call to Order

The meeting was called to order by the Chair, John McKenty at 8:33 AM on Thursday, March 10th, 2022, via Zoom, with 3 Committee members in attendance. Kari Clarke acted as Recording Secretary.

Motion

b) Disclosure of Pecuniary Interest and General Nature Thereof

There being none, the Chair moved on to the next order of business.

c) Approval of Last Minutes

Moved by Judy Brown that the Personnel Committee minutes of February 2nd, 2022, be approved. - *CARRIED - UNANIMOUS*

2. Disclosure of Additional Items

- a. Office hours going forward
- b. Spring meet and greet
- c. Challenge of Special meetings
- d. 2nd Quarter
- e. Website

3. Closed Session:

There being none the committee moved to the next order of business.

4. **Open Session:**

5. **Matters Arising from Closed Session:**

There being none, the Chair moved on to the next order of business.

6. **Unfinished Business:**

7. **New Business**

a. **Banked Hours**

- Current banked hours is 7.5 hours

b. **In Person Visit**

- Kari visited Pine and Patchouli, The Plaid Cow and the new location for the Spring Children

c. **Use of Reserve**

- Will discuss a membership event with a mix and mingle and business speaker
- Discuss potential speakers with the Chamber of Commerce and the Business Advisory Center
- Policy for Reserve Fund:
 - Matching funds for grants
 - Items deemed essential by Board
 - Motivational speakers
 - Shortfalls for the BIA Budget
 - SPF can pull from reserves for artists

8. **Discussion of Additional Items**

a. **Office hours going forward**

MOTION BIAP 2022-3.1

MOVED BY Judy Brown

**BE IT RESOLVED THAT THE PERSONNEL COMMITTEE APPROVES KARI TO CONTINUE TO WORK 3 DAYS IN THE OFFICE AND TWO DAYS AT HOME AND WILL MONITOR THE SCHEDULE AT THE PERSONNEL MEETINGS EACH MONTH
CARRIED *UNANIMOUS***

b. Spring meet and greet

- Kari will send out two dates for the committee and Board members to chose from, May 4 or May 11th

c. Challenge of Special meetings

- Try to hold less Special Board meetings and only when necessary

d. 2nd Quarter

- The 2nd quarter of the year is very event driven, with the April 22nd concert, Festival of the Maples and Night Market, plus Mother's Day

e. Website

- Tracy has the Board minutes for January and will create a page to list the minutes for each month
- Minutes must be approved before being posted

9. Next Meeting: April 6th, 2022, in Council Chambers

10. Adjournment:

Moved by Delores MacAdam that the meeting be adjourned at 9:41 AM
CARRIED – UNANIMOUS

John McKenty, Chair

Kari Clarke, Recording Secretary