

Minutes of Executive/Personnel Committee Meeting – Washburn County Tourism Association
Friday, October 14, 2022 | 12:00 p.m.
Washburn County Tourism Assn. | 122 N. River Street | Spooner, WI 54801

1. Meeting was called to order at 12:10 p.m. by Sue Churchill.
2. **Roll Call:** Sue Churchill, Nikki Janisin, Jill Dunlavy, Joe McGrath, Cristina Masterjohn, Michelle Martin, Kaitlin Hanson
3. **Approve Current Agenda:** Dunlavy made a motion to approve the agenda as written, seconded by Janisin. Motion carried.
4. **Review Exit Interview(s):** Churchill shared comments from Michelle's exit interview as well as some similarities that aligned with a previous exit interview. Some of the consistencies included the need for benefits, increased board involvement, staff recognition and training & development.
5. **Payout of PTO Accrual:** Discussion was had on policies regarding payout of vacation, PTO and sick time. Michelle was under the impression that sick leave paid out as well since the policy in the handbook simply stated you could accumulate up to 200 hours and didn't state what would happen when employment ends. The committee shared that they would review the sick leave policy, but that the sick leave would not pay out. Michelle's vacation & PTO will be paid out at \$4,047.54 on her final paycheck.
6. **Executive Director & Chief Operations Officer Position:** McGrath made a motion to appoint Kaitlin Hanson as the Interim Executive Director effective November 10th, seconded by Janisin. Motion carried.
7. **Review of Organizational Structure & Staffing:** Discussion was had on the proposal from Kaitlin for a potential position restructuring. The board asked Michelle to review the WCTA duties and propose a restructure for the organization and prioritize the list of projects.
8. **Credit Cards:** Janisin made a motion to increase Kaitlin's credit card limit to \$10,000 since Michelle's card will close on November 9th, seconded by Dunlavy. 3-In Favor; 1 Opposed; Dunlavy made a motion to retract the previous motion and table to the next meeting, seconded by Janisin. Motion carried.
9. **Transfer of Accounts & Return of Property:** Michelle and Sue will take care of returning all property and Michelle is making a list of all accounts that will need to be transferred.
10. Motion to adjourn was made by Dunlavy, seconded by Janisin Motion carried. Meeting adjourned at 1:04 p.m.