

Minutes of Executive/Personnel Committee Meeting – Washburn County Tourism Association
Monday, October 17 2022 | 6:30 p.m.
Round Man Brewing Co. | 234 Walnut Street | Spooner, WI 54801

1. Meeting was called to order at 6:31 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 of Organizational Structure & Staffing:** Michelle shared the revised job duties as requested by the Executive/Personnel Committee. Dunlavy made a motion to adopt the job duties effective November 10th and to create the updated positions, seconded by Janisin. Motion carried
5. **Job Descriptions:** Discussion was had on the job titles. The committee recommended Executive Director, Marketing Director and Office Coordinator. Michelle was asked to create job descriptions based off the approved organizational structure and approve with Sue prior to posting.
6. Dunlavy made a motion to convene in closed session pursuant to 19.85 (1) (C), WI statutes, which if discussed in public would likely to have a substantial adverse effect upon the reputation of any person, referred to in such data, seconded by Janisin. Motion carried.
7. Janisin made a motion to reconvene in open session and act on items from closed session, seconded by McGrath. Motion carried.
 - a. Sue shared that there would be a Farewell Party for Michelle Martin on November 9th, times TBD.
 - b. Dunlavy made a motion to approve the following wage scales: Executive Director \$47,000-52,000 per year, Marketing Director \$40,000-44,000 per year, Office Coordinator \$16-18 per hour at 30-35 hours per week, seconded by Janisin. Motion carried.
 - c. Dunlavy made a motion to post the Executive Director position in all the normal avenues from October 20th to October 30th followed by the remaining two positions, seconded by Janisin. Concern was raised and the motion died. Dunlavy made a motion to post the Executive Director position in the normal avenues from October 20th to October 30th, seconded by Janisin. Motion carried. McGrath also asked Michelle to post to Destinations International and the Wisconsin Association of Convention & Visitor Bureaus.
 - d. McGrath made a motion to give Kaitlin Hanson a \$500 biweekly increase effective November 10th until the Executive Director begins employment, seconded by Dunlavy. Motion carried.
 - e. Dunlavy made a motion that all new job duties would be effective November 10th for current employees, seconded by Janisin. Motion carried.
8. **Credit Cards:** Discussion was had on paying on Michelle's card through November 9th and cancelling the card effective November 9th. No action taken at this time.
9. **Financial/Quickbooks Research:** Michelle and Cristina reported that they are still waiting on a quote from Anderson Hager & Moe.
10. **Recruitment Plan:** No further action taken.
11. Motion to adjourn was made by Dunlavy, seconded by Janisin Motion carried. Meeting adjourned at 8:36 p.m.