

**Minutes of Board of Directors Meeting – Washburn County Tourism Association**  
**Friday, October 21, 2022 | 1:30 p.m.**  
**Washburn County Visitor Center | 122 N. River Street | Spooner, WI 54801**

1. Meeting was called to order at 1:33 p.m. by Sue Churchill.
2. **Roll Call:** Sue Churchill, Nikki Janisin, Cristina Masterjohn, Maureen Hoffman, Steve Janetski, Sharon Paine, Michelle Martin, Kaitlin Hanson, Lindsay Barnes
3. **Approve Current Agenda:** Janisin made a motion to approve the agenda as written, seconded by Hoffman Motion carried.
4. **Minutes of Previous Meeting(s):** Janisin made a motion to approve the minutes of the October 14<sup>th</sup> & 17<sup>th</sup> Executive/Personnel Committee meetings, seconded by Janetski. Motion carried.
5. **Correspondence:** Michelle shared a copy of the county's hiring process provided by Lolita Olson.
6. **Executive/Personnel Committee Recommendations:**
  - a. **Organizational Structure & Staffing:** Sue shared that the committee had reviewed and approved a new organizational structure with the following positions: Executive Director, Marketing Director, and Office Coordinator. Michelle explained the differences in the roles from the current structure. Janetski made a motion to accept the recommendation of the new organizational structure from executive/personnel committee as presented, seconded by Hoffman. Motion carried.
  - b. **Updated Job Descriptions:** Sue presented the new job descriptions based off the organizational structure. Job descriptions and wages were discussed. Masterjohn made a motion to adopt the new job descriptions with the exception of the wage scales, seconded by Hoffman. Motion carried.
  - c. **Farewell Party:** Discussion was had on a farewell party to show appreciation for Michelle Martin's thirteen years of dedication to Washburn County Tourism Association. Masterjohn made a motion to approve up to \$1200 to come from the office budget line item to use towards the party, with any additional funds from the \$1200 to be used towards a gift certificate for Michelle, seconded by Paine. Motion carried.
  - d. **Wage Scales:**
    - Janisin made a motion to accept the recommended pay scales, seconded by Masterjohn. Discussion was had on the pay scales. 0 in favor, 6 opposed. Motion denied.
    - Masterjohn made a motion to approve a starting pay scale of \$50,000-55,000 per year for the executive director role, seconded by Janisin. 6 in favor, 0 opposed. Motion carried.
    - Masterjohn made a motion to approve a starting pay scale of \$40,000-44,000 per year for the marketing director role, seconded by Paine. 6 in favor, 0 opposed. Motion carried.
    - Masterjohn made a motion to approve a starting pay scale of \$15-17 per hour for the office coordinator role, seconded by Hoffman. 5 in favor, 1 opposed. Motion carried.
  - e. **Position Recruitment & Posting:** Sue shared the executive/personnel committee recommendation to post the Executive Director position in the normal avenues from October 20<sup>th</sup> to October 30<sup>th</sup>.
    - Janisin made a motion to accept the personnel/executive committee recommendation, seconded by Masterjohn. Discussion was had on internal promotion and posting procedure. Vote: 0 in favor, 6 opposed. Motion denied.
    - Masterjohn made a motion to post the executive director vacancy by Friday at 4 p.m. internally to WCTA staff to allow any qualified employee to submit a letter of intent within 48 hours of posting. At the end of the posting, the current executive director will discuss letters of interest with the board president. Seconded by Paine. Vote: 6 in favor, 0 opposed. Motion carried.
    - Masterjohn made a motion that if the executive director position is filled internally that the remaining positions be posted in the same manner until there's a vacancy that needs to be posted externally. Seconded by Hoffman. Vote: 6 in favor, 0 opposed. Motion carried.
    - Masterjohn made a motion that for the interviewing process, there be a panel consisting of the board president, vice president, and current executive director. Seconded by Paine. Vote: 6 in favor, 0 opposed. Motion carried.

- f. **Interim Director Salary:** Masterjohn made a motion to accept the executive/personnel recommendation to give Kaitlin Hanson a \$500 biweekly increase effective November 10<sup>th</sup> until the Executive Director begins employment. Seconded by Paine. Vote: 0 in favor, 6 opposed. Motion denied.
7. **Possible Future Agenda Items:** Interim Director Salary, Sick Pay, Employee Handbooks, Employee Benefits, Electronic Voting, 2023 Budget
8. Motion to adjourn was made by Masterjohn, seconded by Hoffman Motion carried. Meeting adjourned at 2:36 p.m.