



**Executive Committee Minutes
May 4, 2018
via Zoom**

Attending: Brian Deheer, Tim Polzin, Dan Moore, Petra Rowell, Marie Bay Breiner

1. Quorum and Call to Order – Brian

The meeting was called to order at 9:12 a.m.

2. Review and Approval of Agenda – Brian

MOTION: Tim moves to approve to agenda. Cleo seconded. Carried.

3. Review and Approval of Executive Committee Minutes (April 5, 2018)

Discussion of the Action items.

Tim working with Terry to have financial statement done by June 1, 2018. We can review them before the AGM.

Petra and membership policy. We are in line with the other WPACs. There are some mechanical things to be done. Marie is compiling the membership list and making sure members can subscribe/unsubscribe.

Report for the open houses – provided by Petra.

Reprinting of SOW – moved to next meeting.

Petra and Dan to host IWMP meeting which is happening today.

We are all ready for the Board meeting next week.

AGM – Friendship center is available. \$500/day. Tom is looking into the Legion.

MOTION: Cleo moves to approve the minutes as presented. Tim seconded the motion.

4. Treasurer/Finance/F&FC Update – Tim

Review engagement is underway, will be done by June 1, 2018. We have recourse to carry us through until the next grant comes in.

5. Secretary Update – Cleo

Nothing to report.

6. H.R. Committee Update – Brian

Petra to circulate updates to employee handbook to HR committee and review before taking it to the board.

ED interview process: Two out of four of the hiring committee were there; Marv, Brian and Marie were present. We had three great candidates, one favorite and references are currently being checked.

7. Executive Director Report – Petra

IWMP meeting today to make a plan to take to the board on May 10. Good attendance numbers. After the board meeting, we will focus on the AGM. Next Executive Meeting on June 1.

8. Communications and Outreach Report - Marie

9. Upcoming Board of Directors Meetings

- a. May 10-11, 2018
- b. June 16 AGM

10. Next Executive Committee Meeting.

- a. Friday, June 1, 2018

11. Adjourn

MOTION: Tim moves to adjourn at 9:48 a.m.