

Pers Comm

1.15.15

Attending: Zale, Melissa, Bill, Ani, Grace

AGENDA

1. Approve minutes: APPROVED
2. Discuss SM Job Descriptions: Last month, finalized Monica Beamer's job description and sent to MB., who made some revision and returned.
 - a. Some grammatical changes were made.
 - b. On the last bullet point under "Qualifications and Requested Skills", there was a question that it might be redundant with bullet point 6, but committee decided that it is not redundant.
 - c. Under Position overview, 2 bullet points are redundant. Keep the first point Change to one point "Lead Major Donor Fundraising" and move it the point below the other fundraising point.
 - d. Under Finance Department Oversight, remove Bullet Point 2 about "Supervise and Support Finance Coordinator", which is also under Personnel.
 - e. Legal: 2nd bullet : "Work with station co-manager to develop and oversee an list of and timeline for legal responsibilities.
 - f. "Probationary Period" should be called "Introductory Period". Keep original language, but get rid of language of the evaluation (ending after the words "introductory period".

Given these changes, The Committee agrees to approve this job description.

3. 2nd SM Job description (Mic's)
 - a. Make the first sentence the same for both SMs.
 - b. Add from MB 's—"awareness of local, state, & federal..."
 - c. Add "Ability to support and lead" ... (MB's last bullet point).
 - d. Remove "Duties & Responsibilities" section or incorporate them points into a different section.
 - e. Change the language in to match the changes in Mic's for consistency between both SMs.
 - f. Zale will make changes and send to Mic for feedback.

Discuss Strategic Plan Objectives TABLE

Respectfully submitted,

Grace Marian, Scribe

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