

# Executive Committee Meeting Minutes

November 9, 2011 (teleconference) - 2:00pm PST

## ATTENDEES:

- Executive Committee: James Goldstene (Chair), Robert Noel de Tilly (Vice Chair), Tim Lesiuk (Secretary)
- Other Directors: James Mack, Michael Gibbs (alternate for Matthew Rodriguez)
- Other Invited Participants: Jim Whitestone, Bob Fletcher, Patrick Cummins, Lydia Dobrovolny

Chair James Goldstene convened the meeting.

## 1. Continue Discussion of Next Steps on Executive Director Position

The Committee continued the discussion of selecting an Executive Director, including timing for recruitment, and whether or not to hire an interim director while recruiting for the position. It was noted it will be important to hire someone as quickly as possible, and to conduct an open, public recruitment.

## DECISION:

- The Committee agreed to initiate an open Executive Director recruitment immediately, and to identify and direct jurisdiction and project management resources to conduct the initial work of the Executive Director until the recruitment process is completed.
- The Committee agreed to post the position announcement as soon as possible. Applicants will be asked to submit a cover letter, resume, and statement of qualifications. The closing date for submissions will be December 16.
- Quebec will translate the posting announcement into French.
- The Committee agreed to review the duties and position description at the next call, proposed salary range, benefits, and whether to specify the office location.
- The Committee requested initiation of draft human resources policies for their consideration.

## 2. Finalize Listserv Notice, Website and Plans for Thursday Release

The Committee reviewed final updates to the listserv notice text. The WCI Partner jurisdictions will release the notice on Thursday, November 10, using the existing WCI listserv with a link for recipients to sign up for the WCI, Inc. listserv.

The WCI, Inc. website has been updated and will go live when the listserv is released.

DECISION:

- The Committee approved the list serve notice for release at noon on Thursday, November 10.

Tim Lesiuk left the call at 2:50pm PST

The meeting adjourned at 3:00pm PST

**Next meeting: Tuesday, November 15, 2011 at 9:00am PST**