

Board of Directors Meeting

Friday, July 25 2014 7:15 pm – 8:30 pm

Location: I.V. Community Center – 209 Crescent Street – Greenville, CA

****SPECIAL MEETING TO FORMALIZE HIRING PROCESS FOR IVRPD ADMIN POSITION****

- I. Call to Order/Roll Call: Matt Cerney, Dan Litchfield, Nancy Presser @ 7:20pm.
- II. Guests: Dave Zappa
- III. Adopt Meeting Agenda: Meeting Agenda adopted.
- IV. Public Comment:
 - a. DZ suggested that in the future we put the Adoption of the Agenda after the Public Comment, for the reason that if any comments from the Public need to be added to the Agenda then it can be done at that time. The Board agreed to this policy, and will make adjustments to future Agendas.
 - b. Decision made by Maintenance committee to put a lock on the outside water faucet and to fix as soon as possible.
- V. Hiring New IVRPD Community Center Administrator:
 - a. Position Description: changes, additions, pay, hours, added duties:
 - i. Additions:
 - 1 pay and hours dependent on success of fundraising/grant writing. The more outside funds the Administer brings in, the higher the pay rate and more hours will be given.
 - 2 It is mandatory for the Administrator to attend and support the Shanghai Shindig and the Festival of Trees fundraisers.
 - 3 The Administrator is to take ownership of the Community Center. Walking the grounds every day, reporting any outside or inside maintenance needed, keeping the outside and inside clean and maintained.
 - 4 The Administrator is to keep the outside Marquee up to date with current and upcoming events, classes, or just a pleasant reminder that the Community Center is open to the Community.
 - ii. Hours
 - 1 The current BOD would like the Administrator to work Tuesday thru Friday from 10am to 2pm.
 - 2 The hours can increase if the Administrator brings in more funds to support the position.
 - iii. Changes
 - 1 The Administrator will need to be fingerprinted and have a back ground check in order to work with children. More information and research is needed on this.

- b. Outreach
 - i Mountain Circle has advertised to their contacts
 - ii Matt and Kristina are fielding incoming calls
 - iii An Ad was put in the paper, on FB, and flyers are to be posted around town, in Chester and in Quincy
 - c. Application reviews and scheduling interviews
 - i Matt, Nancy & Dan have formed a Hiring Committee and will review all applications and set an interviewing schedule.
 - d. Hiring Panel
 - i See above
 - ii Hiring Committee set a date to meet to discuss Hiring process
 - e. Training
 - i Matt will talk to Kristina about being available to train the new Administrator when he/she is hired.
 - ii Nancy will meet with Kristina to go over Accounting
 - iii Matt would like to know when any training is happening in case he can sit in.
- VI. Meeting adjourned at 8:40 pm approximately