

LTCO Executive Committee Meeting

12/20/11

Present: Louise McKinney, Dave Myers, Phil Brewer, Velma Rose, Susan Griffin

Louise reviewed the current committee appointments and recommendations were made for changes and appointments for 2012. She will contact the members regarding this. All board members are asked to participate in 2 committees or chair one.

Louise reviewed a meeting with Business Volunteers Unlimited/The Center for Nonprofit Excellence (BVU/CNE) regarding their recruitment of new board members for LTCO. They will proceed with recruitment, focusing on applicants that have marketing/development expertise. It was also decided that LTCO will join BVU/CNE in 2012 (the fee is approximately \$900) because there are several other benefits. These include reduced fees for training programs and 20 hours of free expert consultation.

The Executive Committee then went into Executive Session to review the year-end Performance Appraisal of the Executive Director, Susan Griffin. Below is a copy of the email with the results of the session as sent to Linda Arnaut, Business/Human Resource Manager.

Sent: Wed 12/28/2011 2:21 PM

Good afternoon, Linda. I hope that you are enjoying a little down time during the holiday season.

I apologize for not getting to you sooner about this. At the Executive Committee meeting on Wednesday, December 21st, the non-conflicted members of the Executive Committee who were present – Velma Rose, Philip Brewer and I – voted to award our Executive Director, Susan Griffin, an annual pay raise of \$3,000 for 2012, to add to her base salary. The decision was made after Phil Brewer and I presented to all present (David Myers, Jim Jenkins, Velma Rose, Phil and me) a full copy of the performance review that we completed with Susan. Those who voted for the pay increase were a quorum of those who were present.

Please arrange for this email to be placed in the minutes of the Board and its Executive Committee. You may also print this for purposes of your paying salaries during the next year. Please contact me if you have any questions. Thanks.

Happy (remaining) holidays!

Louise McKinney

President, LTCO Board of Directors

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The meeting was adjourned at 5:30 p.m.