

Attachment 1

ACTION ITEMS
resulting from the
Executive Committee Conference Call
July 3, 2013

In Attendance:

Jim Fiedler, SFEI Chair (joined late)
 Pamela Creedon, ASC Vice Chair
 Dave Williams, ASC Chair
 Barbara Salzman, SFEI Vice Chair
 Phil Stevens, Secretary
 Dave Tucker, Treasurer
Staff – Meredith Williams, Lawrence Leung,
 Robert Fraser

Absent: <none>

Updated July 31, 2013

#	Action Item	Who?	When?	Status
1.	Draft a Committee Charter	Jim F. Leyna B.	TBD	In progress
2.	Draft Committee goals and priorities	Jim F. Leyna B.	TBD	In progress
3.	Discuss \$1.2M (4 months) operating reserve	Jim F. Meredith W.	July 11	Staff to research in advance of September
4.	Move forward with HR staffing	Meredith W.	August 2	In progress, proposals received
5.	Research ADA compliance as it pertains to an elevator	Meredith W.	August 12	In progress
6.	Coordinate fund raising priority in IP as it relates to Development Committee	Meredith W. Phil S.	August 12	In progress

Next Executive Committee Meeting
August 12, 2012; 10:00 – 11:00 AM

(Regular meeting conducted via conference call. Notice of Meeting given via e-mail.)

The meeting was called to order at 9:00 AM.

The committee went into closed session to discuss Executive Director search.

The meeting went into open session at 9:45 AM.

Action Items were reviewed.

The committee reviewed May financials and human resources support. The organization continues to be profitable. The year-to-date surplus is \$203,000 which is close to what was projected for the full year. The revenue surpluses are expected to drop off for the next two to three months due to contracts coming to completion, vacations, staff conference attendance, and proposals development.

Cash flow concerns have been alleviated due to the recent payment of many previously unpaid large invoices. Next month, a mid-year financial report will be given to the committee.

Fundraising for EDIT will be a priority over the next few months.

Human resources expertise needs to be built to manage performance and any compliance issues. Salary savings due to Rainer's departure (~\$8,000 per month) will be used for HR support of 12 hours a week ~\$150 per hour over four months.

Performance management tasks include job descriptions, 360 degree performance feedback tools, compensation bench-marking, performance coaching, management training for staff, and a corrective action system. The committee agreed that hiring this temporary human resources professional should move forward. Meredith Williams will complete evaluation of candidate human resource professionals.

The committee agreed to meet next on August 12th, from 10:00 to 11:00 am.

The meeting adjourned at 10:10 am.