

COALITION Board Meeting Minutes

July 18, 2017
Conference Call

MEMBERS PRESENT: John Baxter, Matt Cain, Tom Kober, Dave Scherer, Lorri Bohm and Colleen Moran . **MEMBERS ABSENT:** Margot Burton and Jack Mortenson. **STAFF PRESENT;** Shelly Pfaff.

The meeting started at approximately 11:05 AM, it was called to discuss the formation of an emergency succession plan in the event of a temporary, unplanned absence – short term – of the Executive Director. The organization does not have any formal succession plan in place, and with the resignation of Colette, Shelly stressed the immediate need for at least an emergency succession plan as described above.

After some dialogue, it was recommended that our “emergency succession plan in the event of a temporary, unplanned absence – short term – of the Executive Director” be the Board President would become the acting executive director. Should that person be unable to serve, the first and second back-up appointees for the position of acting executive director will be the Board Vice President and the Board Secretary/Treasurer. A vote was taken, and all on the call voted in favor of this plan. Shelly was directed to write up the plan for distribution to the full board and for our records.

The conversation then moved into why Shelly was recommending not moving to fill the vacant position right away. She expressed three reasons: 1) the uncertainty of budgets at both the federal and state levels - she believes it is a good time to examine what we know we have for work and support and determine what staffing we need to carry out that work; 2) she has indicated that within a couple of years, she will most likely retire; consequently it seems to be an appropriate time to assess what our organization’s future direction is going to be and what positions will be needed to support that work; and 3) we presently have the capacity to move the executive director position back to full-time, as well as increase the administrative assistant/office manager position (which is presently at half-time); she believes this capacity is able to address staffing needs of current

projects and workflow. It was agreed that the Executive Director return to full-time.

At the October 13th board meeting, time will be spent evaluating how things are going and whether or not further staff adjustments are needed to carry out the current work flow. Colette and Faith will be asked to provide input into how they feel the organization can best be staffed to carry out the work it has and its mission. This information will also be part of the conversation at the October meeting. Shelly is making plans to meet with our current organizational/disability advocacy network members on a one-on-one basis to talk about the future of the Coalition. If she has been able to complete some of those conversation, whatever she has learned from that process prior to the meeting will be part of the dialogue.

Shelly shared the plans for an open house for Colette next week. She thanked the board members for making time for this meeting, and their guidance. The meeting concluded at approximately 11:35 AM.