

Addition to minutes of Heritage Alliance BD of Trustees, 9-22-2022

At this point, Chairman Fred Counts, excused Executive Director Anne Mason from the meeting.

Fred shared that the by-laws of HA required an annual review of the Executive Director. This has not been done for several years. He stated that he will do this but needs to develop a matrix for the review.

Questions were raised about the need for a Staff Handbook, Performance Review, and more detailed Job Description.

Fred then introduced a proposal to provide for a 4.6% raise for the Executive Director. This would be an increase in salary of \$1794.00 for the next fiscal year beginning Oct. 1, 2022.

Discussion ensued among the board members about how this could be covered and should the amount be changed.

Charlene Cleveland moved that a raise of 6% be made. Motion died for lack of a second.

Terry Countermine moved to provide a 4.6% raise in the salary of the Executive Director. Motion was seconded by Pat Wolfe. Motion was approved with unanimous consent.

Walter Buford then moved that a handbook, Performance Review and new job description be created. Seconded by Dana York. Motion was approved with unanimous consent. Fred agreed to develop the items.

Fred called Anne back into the meeting and advised her of the decisions.

Respectfully Submitted, Hal Hunter, Secretary