

## NEIM Board Meeting - July 26, 2017

*Minutes prepared by Jay Raabe, NEIM Secretary*

Meeting called to order at 6:20 pm

Present: Jane Busch, Kristin Propson, Ryan Torkelson, Jay Raabe, Rachel Brummel, Tony Mutsune

**Approval of Minutes:** June 2017 minutes are approved.

### **HOS Report:**

- None given - Ann on vacation PTO

### **President's Report:**

- HOS email and new student tours - Jane has been and will be covering this to maintain contact with inquiries until a replacement/interim HOS is found
- DHS - Jane is the current and on-going DHS required supervisor for the NEIM facility
- Ann continuation as HOS - Ann is using her accrued PTO from the school year for the remainder of her contract until its termination on Aug 14th; she has offered to fill in and help where needed @ \$14/hr (comparable rate to her pay); Board agrees that this will not be necessary
- Whitney Timp - shown interest in working with incoming staff on training and compliance
- Rachael Buresh - local business woman who has shown interest in conversations about being interim HOS

**Action Item: Kristin and Jane to provide job description for HOS**

### **Treasurer's Report:**

- Summer camp is going well
- Our Summer Camp Director, Whitney Timp, has shown interest in transitioning to become HOS in January 2018

### **Committee Reports:**

- None Given

### **Old Business:**

- None Given

### **New Business:**

Priority of HOS Search activities -

- Whitney Timp - potential permanent HOS in January 2018, she will be formally interviewed for position so that she can begin planning for visa and move from Spain (current residence with husband)

**Action Item: Board needs to interview Whitney for HOS position**

- Rachael Buresh - Board will need her resumé and qualifications to determine her QRS score and eligibility for the position

**Action Item: Kristin to gather materials from and for Rachael**

- **New ads need to be run for interim HOS position**

**Action Item: Kristin will run ads in Decorah Now and pprs**

**Meeting Adjourned at 8:15 pm**

**Next Meeting: Tuesday, August 8, 6:30pm at NEIM**