

DRML Personnel Committee Meeting
November 23, 2015
9:30 AM

Present: Anne Exler, Bev Frank, Holly Hall, Lauren Montgomery-Rinehart, Gail Schermer

1. We reviewed the final draft of the data collection tables that Holly will use throughout the year to gather details about her activities. There are four tables: community relations, director professional development, grants, and staff professional development. Holly has already started using them. We discussed storing the templates and other forms in an area of the website accessible to staff and Board by password.

2. The staff recognition event has been scheduled for Saturday, January 23rd from 4 to 6 PM at Gail's house in Jericho Center. The Board will host; spouses/SOs are optional. Board members will provide appetizers, wine and cider. Bev will hand-write invitations to the staff after the date and details are confirmed at the December Board meeting.

3. We reviewed the results of the staff survey and discussed how to use this information. We will send a copy of the results to the full Board.

4. We talked about how job descriptions are reviewed and updated by the staff and Director. The Personnel Committee is tasked with reviewing the descriptions periodically. We tabled detailed discussion until our next meeting.

5. Our next meeting will be Friday, January 15th at 9:30 AM in the meeting room.