



Special Board Meeting Minutes | Tuesday, April 9, 2019

I. Call to Order

Justin Saunders called the meeting to order at 12:03 p.m.

II. Attendance

Board members in attendance: Justin Saunders, Ailis Vann, Carin Meyer, Christina Jaquith, Cassi Campbell, Sam Dinges, Lucas Parker, Dustin Clark, Anne Thomas

Absent : Steve Solari, Kevin Gunnip

III. Special Meeting Purpose

Justin established the purpose of this meeting to update Board members on the hiring of the new Executive Director and discuss potential benefits for this position.

IV. Discussion & Action Items

- i. Hiring Committee (Lucas, Justin, Carin and Sam) updated Board on the status of the interviews
- ii. Attendees reviewed interview questions and approved them
- iii. Health care benefits for the ED position

The Alaska State Chamber is not moving forward yet with a health plan and to retain a quality candidate in this position, the Board is in agreement that a health insurance plan or other health benefits, like a health savings account or reimbursement account, should be offered with the ED position. Christina will research costs and options for a health savings or reimbursement account with GPCC's financial advisor. Anne will talk to Jill Valerius for more information on health care monthly subscriptions for the ED. Anne will also talk to Tammy Gray regarding insurance options and also look into AFLAC accident coverage.

- iv. Timeline for adding health care/insurance benefits for ED position

The Board decided that providing health benefits was a priority and that all effort should be made to implement a health care program for the ED, although it may not be effective



immediately or may be implemented after a probationary period. As interviews progress, if a candidate asks about health benefits, they should be assured that the Board is working on developing a health benefits program.

v. ED workload and duties

The Board discussed how to coordinate open office hours with the job duties of the ED and Executive Assistant. Chamber volunteers could help with covering open hours to assist tourists with questions, etc. Efficiency of ED could be improved with use of membership management software, which is dynamic, to replace multiple static spreadsheets. New tools may be necessary, including a new laptop computer and possibly a new desktop for the EA. Dustin will get recommendations from North Peak IT. Performance incentives, including bonuses or merit pay increases may be implemented in the future to also aid in retention and performance of ED.

vi. New hire start date

The Board decided that April 29 would be the goal for a new hire date and that the start date would be negotiated with the final candidate. The Board discussed the many events coming up in spring and early summer and the importance of hiring a new ED as soon as possible.

V. Next Board Meeting

Monthly Board Meeting, Friday, April 19, at 8:00 a.m. Justin reminded Board members to review their committee assignments for the next meeting.

VI. Adjournment

Justin adjourned the meeting at 12:54 p.m.

Humbly submitted:

Carin Meyer
Board Secretary