

GCAM Meeting Minutes – 11/8/2023

Board Members in attendance: Lisa, Heather, Anthony, and Elle attended via Zoom.

Staff Members in attendance: Sam and Georgie attended via Zoom.

Members in attendance: Terry Lajoie attended via Zoom.

Meeting called to order at 6:40pm by Lisa.

Motion made and seconded to accept minutes of previous October Meeting- passed with the amended notation of adding Lisa Ladd-Moe and Anthony Muse are both authorized to sign checks for GCAM.

Reviewed and confirmed that Change of Officers report and Annual Report were both completed last month by Elle.

Anthony gave his update on Tax filing update – 2021 taxes are completed as reported to Anthony by the Accountant. Anthony has a few tasks to complete in Quick Books so the Accountant can work on 2022 taxes.

Anthony identified that they are still in process of transferring accounts. Terry suggested that getting a change management account might be helpful. Anthony confirmed that the accounts the Board reviewed last month have similar options of a change of management account except having multiple folks having online access. Board confirmed that they do not need access.

Report from Georgie and Sam – Coverage continues to be spotty because they are understaff and sickness was going around. Sam was able to complete Georgie's 90 day Performance Evaluation. Sam requested to provide Georgie a raise since the evaluation was great. Board discussed raise of \$1.50 an hour. This would bring Georgie up to \$19 an hour. Also discussed raise would go into effect retroactively starting on 11/6/2023. Lisa made a motion to approve raise and effective date. It was seconded and passed. Anthony will update the pay.

There are six great resumes for a potential part-time videographer. They have not reached out to schedule interviews yet – they need to be scheduled with one Board member and Georgie and Sam. We discussed that we can schedule thru emails and have the interviews in-person. Georgie mentioned that we can use When2meet – it is an online website that you can utilize to input Board Member's availability to be free for potential interviews to be scheduled. Georgie will set this up and send out the information to the board.

Terry asked if Board had heard from Cathy Leonard regarding the Workman's Comp Insurance. Anthony reported that he received the renewal form, completed it and sent it in. Terry explained that a copy of the form should be kept on file. Anthony agreed.

Reviewed Employee Handbook. Made edits after identifying and agreeing. Elle will capture edits made tonight during the meeting and send out to Board with the idea that when Meghan sends her edits and Heather will check PFLMA data and send it (potential changes for 2024) Elle will again update handbook and send out to Board so we can review and approve at the next meeting.

Board completed time check and decided that there was not enough time to talk about By-Laws updates. Decision was made to table it for the next meeting.

Reviewed old business – Georgie reported that she usually updates Channel 12 every two weeks. Sam identified that she will review Channel 15 and update it if warranted.

Discussed that job descriptions need to be reviewed and could potentially be updated.

Elle asked Sam if the By-Laws are in the office and if there is all of the information in that version. Sam will check and follow up with Elle.

Board reviewed, voted and agreed that whichever Board member who attends interviews has the ability to hire with Georgie and Sam's input. Board confirmed that we all feel comfortable and confident with any member making the choice.

Scheduled next GCAM Board Meeting for December 6th at 6:30pm to discuss By-Laws. Members will review and identify any edits they feel are necessary before the next scheduled meeting so we can spend the meeting time reviewing them and voting on changes. We will also need to obtain copies of the job descriptions.

Motion made to adjourn at 7:53pm by President Lisa- seconded and passed