



WPVI Association-Board of Directors Special Meeting Minutes

Call to Order: A meeting of the White Pass Village Inn Board of Directors was held at White Pass Village Inn Unit 12, 5:00 pm on **12/28/17**. Attendees included Bob Close-Chairman (via speaker-phone), Derek LaFramboise, Michael Murphy, Kathy Evans, and Laura Attaway-acting as Secretary. Members not in attendance included: N/A.

Discussion: Discussion centered around 3 agenda questions:

1. Are we are seeking a Facilities Manager or a General Manager?
2. What is our housing plan for Elise Woodsmith after Feb. 19, 2018?
3. Should we adopt the Employee Handbook/Policy Manual developed by Elise Woodsmith as a work in progress?

New Business: There were several items suggested by staff to be added to the agenda that were briefly discussed but tabled due to time constraints, the need for deeper discussion, and/or not being ripe for discussion. Topics included: staff bonuses/appreciation letters, staff performance evaluations, owner late payment policy & accounts in arrears, request for agenda & minutes from last meeting, and a question about what we want on accounting summaries and how often.

Conclusions:

1. All agreed to collaborate to create a job description and questionnaire for a future General Manager position to be posted upon completion and made directly available to Glenn Hoffman and Elise Woodsmith.
2. After Feb. 19, Unit 12 or Unit 27 could be made available for Elise Woodsmith; we agreed that Unit 27 makes the most sense due to its proximity to the office/fire alarm system.
3. Employee Handbook/Policy Manual: We decided to wait until all Directors have had an opportunity to preview the draft and provide feedback for revisions before adopting as a work in progress.

Adjournment: The meeting adjourned at 6:30 pm.

Secretary: _____

Chairman: _____ **Date of Approval:** 02/10/18