

Minutes of 8/15/11 Meeting
Amended 1/16/12

In attendance: Kim Carter, Steve Coughlan, Jayna Hooper, Darlene Ayotte, Tom Brennan, Segun Olorunfemi, and Virginia Irwin

I. Approval of Minutes

V. Irwin moved minutes.

T. Brennan seconded.

No discussion.

All approved.

II. Approval of Agenda

Add Banking and Conflict of Interest

III. Old Business

a. Conflict of Interest Policy was distributed to board members for review and signature.

b. A checking account has been opened at Citizens Bank. Tom Brennan and Kim Carter will be signers on account.

c. Finger prints are still needed from T. Brennan. V. Irwin provided proof of fingerprinting.

d. Officers

i. Board Chair

V. Irwin nominated S. Coughlan.

T. Brennan seconded.

No discussion.

6 yes:1 abstention

ii. Secretary (will keep the book of records)

T. Brennan nominated V. Irwin

S. Coughlan seconded.

No discussion.

6 yes:1 abstention

iii. Treasurer

Virginia Irwin nominated Tom Brennan

S. Coughlan second

No discussion.

6 yes:1 abstention

iv. Vice Chair (hold on filling position until full board present)

e. Meeting dates and times – 1-3 pm online

9/19, 10/17, 11/14, 12/19, 1/16, 2/20, 3/12, 4/16, 5/21, 6/18

f. Director/CEO Compensation

Virginia Irwin moved salary range \$73,000-\$75,000.

Steve Coughlan seconded.

Discussion: Finding additional funds will be necessary, but we believe we can find it in the budget

7 yes

Virginia Irwin moved position is 260 days with two weeks vacation & 5 sick days (pro-rated at hire). 1 + contract depending on start date.

Seconded by T. Brennan

No Discussion

7 yes

g. Kim Carter's Compensation

Kim Carter left the meeting for the duration of the compensation discussion and vote.

V. Irwin moved to compensate Kim Carter as a contracted service paying \$288 per diem up to 2.5 days per week.

S. Olorunfemi seconded.

No Discussion

All present voted in favor.

Kim Carter returned to the meeting.

Follow up questions: When does it start? Do I track hours? QED Contract-saves FICA.

V. Irwin moved to compensate Kim Carter retroactively to 7/18/11 through a contract with QED Foundation.

T. Brennan seconded.

No discussion

7 yes

h. Locations need to accommodate up to 200 students

Newport-Old Johnson & Dix Building, United Construction Corporate Building, PC Connection Building. Virginia Irwin will follow up with Town of Newport regarding Old Johnson & Dix building

IV. New Business

a. Start Up Grant. Please review for next meeting in September. Bring questions to meeting

b. Board Roles and Tasks. Responsibilities are primarily fiscal, building relationships and strategic growth in long-term.

Interim board work: develop a list of names of possible candidates to serve on advisory board or ADHOC Steering committed.

Bonnie St. Jean-Workforce Opportunity Council

Janice is interested in taking lead on board recruitment, defining specific task.

c. Vision/Mission – discuss as a retreat agenda

d. Agenda Items: Identify Retreat Date