

## KCCA Board Advisory Committee

January 23, 2023

### Minutes

KCCA Board member present: Jim Minor

Advisory Board members present: Benson Meyers, Sandi Fuhrman, Elaine Simms, Julie Strand, and Beth Freeman.

A resident also attended.

Jim shared that the KCCA bookkeeper abruptly resigned. There was discussion about how best to move forward to perform the monthly financial responsibilities and best position the association toward a future with a professional management company (PMC). The BAC recommends hiring a temp to fill the bookkeeper position to allow time for the administrator hire. Furthermore, it was agreed that the BAC could start gathering information from PMCs about resources that might immediately be available and benefit KCCA.

Julie has prepared and reviewed the second draft KCCA recruitment and hire packet for the board. It includes:

- salary research
- administrator job description: there was discussion about the possibility that a benefits package for the administrator might be structured differently than other KCCA employees. The job description was reviewed. The possibility of allowing remote work for the administrator was discussed.
- recruitment
- interview process
- employment offer
- a post-hire plan; can include board training i.e., time management, harassment, etc.

Beth suggested that a new administrator be given a 2-year contract to try to avoid each new annual board that might want to hire their own employee. Because of the KCCA workload it may be necessary to also hire an administrative assistant to support the administrator.

Julie will finalize the draft plan and get it to committee members and to Jim. Jim will provide it to the board members ASAP so that it can be reviewed. Committee members will reach out to professional management companies to explore the possibility of getting financial resources provided to KCCA soon.

Julie was thanked for her excellent work on preparing the draft plan.

These minutes were recorded by Benson Meyers.