Executive Committee – March 8, 2021

Roll call: Bob Fisher, Gilles Abraham, Terry Mitchell, Valerie Gundersen

Called to order 5:05

1. Contract recap for CEO.

$15k/year currently. A fair offer would be $42k on top of the $15k - so $57k, slightly more than overall savings of Arlene and Paul’s contracts ending. The intent is that Matt will continue to find efficiencies. Deb is getting $12k per year, may find issue with the amount since she felt her role should be paid more.

If the current trajectory continues, Matt will need another person to take care of administrative items by next year. Arlene is being paid one day per week at this time. Should we look at an administrative person or continue with this? Terry feels this is fine, but we should have kept Paul as an advisor in his view. Should probably cut Arlene loose, and have an outside vendor do this from a business perspective.

There is a bit of room to increase Deb’s compensation if needed.

Valerie asked since the enrollment is way up, would we not have more dollars to hire a third party? Concerned about lack of succession planning, where a third party agency would prevent one person “holding all the cards” in the event of leaving the organization.

Gilles explained that there is more exposure with the free student memberships, but they are not monetized.

Bob explained that the CEO contract came up in January, was frustrating because it was expected to be negotiable every year instead of 5 years. The Executive at the time did consider starting from scratch and decided to keep the existing document. The change of Arlene and Paul’s positions altered the money position. CEO’s make $100-150k/ year per Matt, but CIM can’t afford to pay that. The way it currently reads, we will need to revisit the contract on May 31, 2021.

It should be noted that the current Executive didn't have a copy of the CEO contract until Jan 2021, and that it was signed off by the previous Board Chair. It was not brought to the other members of the Executive nor the Board when signed.

There’s been talk of adding a marketing person, and Deb’s only month to month. Like there’s a pot of money for staffing and we need to figure out how that should be distributed. Needs to be revisited each year, $57,000 to start but there’s no clarity if an increase is expected.

Terry worries about contract creeping, expects to see a commission on membership in addition to other revenue streams. Matt’s holding a lot of power with contacts, etc. solely in his hands. He’s concerned that there will be additional demands at each annual renewal. Gilles feels it will be 6% commission come next year and there are concerns as far as how much this will increase.

Bob suggests offering $42k for the next fiscal year (June 1, 2021 to May 31, 2022). Terry wants to not be included on the discussion with Matt, just leave it with Gilles. That way Gilles has an opportunity to say “I need to discuss with the other Executive members”. Previously the Executive was unclear on the day to day activities, but now Matt is providing a monthly CEO report.

Val noted concern about having any one person in an organization being the only holder of information. We’re in that position with both Jen and Matt, and there should be some documentation for access to things like contacts, passwords, procedures, etc. in the event that either leaves for any reason. There is never a guarantee of sharing information before someone goes.

Gilles will try and get feedback on contacts and things as a backup, just in case something changes. He won’t push though, his focus is on the contract itself.

Terry feels addressing concerns regarding information backup should be separate, but Matt’s passion is undeniable. Does agree that at some point we should have the discussion of backup of items.

2. Gilles has decided to resign from the Board. He finds it’s time to take a break. He’s not taking anything new on. He’s committed to see the CEO contract through because he started it. Matt is taking care of what parts used to be part of the treasurer role. The resignation can wait until the next meeting, but whatever works.

Terry sorry to see Gilles go, but feels he should do what feels right. Good for Gilles, came through at a difficult time so thanks Gilles for his time on the Board.

Bob understands, if you’re heart’s not into it, it’s best to do what is right. At the end of month, we will review Matt’s feedback and determine next steps. Considering asking Giselle to take on the Treasurer role since she’s not got a lot on her plate, but we can discuss that more with Val and Terry.

It was decided that April 2 will be Gilles’ last day as Treasurer. Gilles feels there’s been some great work done and only sees positive things ahead. Bob enjoyed having Gilles on the Board and for following through on Matt’s contract.

Adjourned 5:51