

Executive Committee Meeting Minutes

September 19, 2019

Plan for the upcoming Council meeting

The EC reviewed the draft agenda for the Oct. 2019 Council meeting and made revisions and additions.

Review the draft FY 2020 budget

The EC reviewed the draft FY 2020 budget and made revisions.

Review the draft Interim Executive Director Policy

Dr. Seitz noted that at the last Council meeting the board asked him to draft an Interim Executive Director Policy to address an emergency situation where CNME loses the services of an executive director due to death or incapacitation. The EC reviewed a draft policy and offered changes.

At the last Council meeting, the board designated Dr. Gregory as the person to serve as an interim executive director in an emergency should anything happen to Dr. Seitz. Dr. Seitz noted that he, Dr. Gregory and CNME administrative assistant Michelle Manto have an orientation meeting scheduled at which Dr. Seitz will orient Dr. Gregory to the main tasks and activities of the executive director position.

Miscellaneous matters

- Upcoming officer elections: Drs. Woolard, Gregory and Seitz will schedule a phone meeting to review the upcoming officer elections.
- The EC reviewed the evaluator training workshop agenda. It was suggested that presentations be made available electronically for future use. It was also suggested that the CNME hold a reception on Saturday evening following the training for workshop participants as an acknowledgement and thank you gesture.