

Present were Douglas Dale, Rick Schlutz, David Woodham, Russell Drury, Calvin Schwartz, Ellen Hamilton and Adele Schott. President Calvin Schwartz called the meeting to order at 8:08 PM CT.

The purpose of the meeting was to get the formal acceptance of the job offer from Adele Schott as our new Executive Secretary. She did accept and we are all happy about it.

Ellen was asked where do we go from here? The following is a list of recommendations from Ellen to provide a smooth transfer:

- 1) Keep the profit sharing portion of the contract with the same incentives.
- 2) NACA should provide the office supplies and computer hardware and software.
- 3) She recommends some financial arrangement be made for grant writing. Adele advised that there is usually a provision in the grant for paying the writer.

Motion by Douglas Dale. Moved that Ellen would get the needed equipment and software with Adele and set it up. There is a maximum budget for this of \$850. Motion seconded by David Woodham. Voice vote passed unanimously.

Ellen advised that she stopped paying herself on November 1, 2018. Her contract will expire on December 31, 2018. Motion made by Calvin Schwartz that Adele's contract should begin on January 1, 2019. David Woodham seconded and motion passed.

We need to notify the other applicants that someone else was chosen for the position. Ellen said that if someone would write the copy and send it to her, she would send it out. David Woodham volunteered to write the letter.

The agenda for our next meeting will include:

- 1) Work on contract modifications.
- 2) Make further progress on transition.

Ellen and Adele will work on:

- 1) Getting a post office box set up.
- 2) Make progress on transition.

David Woodham made a motion to adjourn. Douglas Dale seconded and motion passed.

Submitted by Rick Schlutz, Secretary, NACA Board of Directors