

NACA BOARD MEETING, NOVEMBER 26, 2018

The meeting was called to order by president Calvin Schwartz at 8:04 PM CT.

The directors present were Calvin Schwartz, Douglas Dale, Russell Drury, David Woodham and Rick Schlutz. Advisors present were Ginny Cates and Dave Lewis.

The Secretary, Rick Schlutz, couldn't provide the minutes from the last meeting so the reading was tabled.

A length discussion was held about choosing a new executive secretary and how to proceed in the future. It was suggested that after we pick the new secretary that maybe we should try to keep the other candidates involved by asking them to stay on as grant writers. It was decided to wait and see about this.

Much discussion was held about interviewing and what questions to ask.

The board decided to select the top 3 candidates and those would have a conference call interview.

The 3 candidates selected were Dusty Schwartz, Adelle Schott and Nicky Ashley.

Motion by Douglas Dale to consider the above as our final candidates. Seconded by David Woodham.

The board decided to come up with 4 or 5 questions for all candidates to be asked.

Motion by David Woodham to email the questions to the final 3. Seconded by Douglas Dale. the secretary will send the questions to Ellen and she will send them to each of the final 3 candidates along with a cover letter advising them that they have been selected to do the interview.

The answers to the questions should be returned to the office by the end of business Friday, November 30.

Motions passed by unanimous voice vote. The questions will be sent as an attachment to these minutes.

It was decided that upon receipt of their written answers, Ellen will send those responses out to the directors so they can consider them over the weekend.

It was decided that on Tuesday, December 4, the interviews will be held using the following schedule:

Dusty Schwartz @ 8:00 PM CT

Nicky Ashley @ 8:30 PM CT

Adelle Schott @ 7:00 PT

The interviews will last for approximately 20 minutes.

If for some reason a candidate cannot comply with this schedule, they should contact Ellen as soon as possible.

Douglas Dale will be asking the questions on the conference call with other directors available for follow ups.

After the interviews are over, the rest of the candidates should be notified that they were not selected and that we were all very impressed by the qualities of all of them.

The directors are asked to call into the conference call on Tuesday about 5 minutes early to get organized.

Motion by David Woodham to adjourn, seconded by Douglas Dale.