**Executive Team Meeting Minutes**

January 3, 2020 9:00 a.m. – 4:30 p.m.

 3460 Lexington Ave N, Shoreview, MN 55126

9:00 a.m. meeting called to order

Present: SW President Chet Jorgenson, SW Vice President Thu Phan, SW Treasurer Todd Maki, SW Secretary Lynn Butcher, Organizing Council Chair Sarah Evans, Political Council Chair Cathleen Cotter, Executive Director Lina Jamoul

Guests: Leah Solo, Todd Kohl

1. Minutes – **M**(cotter)**SP** to approve the minutes.
2. Update on Presidents’ meeting – The Local Presidents Committee voted to not move their annual meeting to Thursday to accommodate Negotiations Committee and will deal with conflicts if they arise.
3. Personnel update – Poor response to the Director of Member Organizing and Engagement position – has been extended 30 days. Good response to the Communications Coordinator position. Leah as the hiring director reviewed the resumes with the Executive Committee.

Lina had an exit interview with Beth; Beth provided Lina with good feedback regarding the position, specifically that the position should be rewritten as administrative plus event planning rather than project management; also shared that the dual reporting structure was hard to navigate. Sierra has taken over some of the duties for now. Chet and Lina will work together to ensure the agendas are completed and communicated. Leah and Lina are working on revising Devin’s PD to compensate for additional duties. Ashley transitioning back – 1 day per week from home, back to full time end of February.

1. Review and discuss goals 2020 –Lina presented the key goals for MAPE for 2020, which was based on consolidation of previous discussions with BOD and Executive Committee. The goals were presented within the framework of External and Internal influences and events. Executive Committee discussed, and provided feedback, and also provided suggestions on how best to present to the board. Lina will tweak based on feedback.
2. BOD agenda –
	1. DA committee
	2. Finalize DA details (Rosh Hoshana conflict)
	3. Political Council charter and bylaws?
	4. 2020 goals discussion (2 hours)
	5. Climate study recommendations
3. ED Criteria Spreadsheet – Todd has started a spreadsheet based on last year’s goals and evaluation points. Lynn and Todd are working with Emil for guidance on how to perform a proper evaluation of the Executive Director. Lynn suggested either having Emil lead the Exec Committee through the evaluation process, or work with Todd and Lynn on how to do so, and they can bring back to the committee.
4. Resume review – Leah Solo joined the committee to review candidate resumes for Communication Coordinator position, and select interview candidates.
5. Todd Kohl 3:00 – Todd provided a bulleted overview of his findings. He will have a complete report ready for the BOD meeting on January 17, and will provide the Exec Committee the report for review ahead of time.
6. Financial policies – not discussed
7. Adding titles for stewards, coordinators, etc. – not discussed

4:30 p.m Meeting Adjourned