

Charbonneau Country Club Board of Directors
Minutes of Special Meeting
March 23, 2018 – 10:00am

A special meeting of the Board of Directors of the Charbonneau Country Club, an Oregon non-profit corporation, was called by the president, Tony Holt, at the Charbonneau Clubhouse in Wilsonville, Oregon.

Present:	Tony Holt, President	Jim Greene	Staff present:
	Kathy Harp, Vice-president (via phone)	Bob Harland	Kim Hosford
	Treasurer Lindy Anderson (arrived 10:25am)	Kamran Mesbah	Susie Stevens
	Kathy Fuller, Secretary	Pat Tewell	
	Bobbie Fisher (via phone)		

- I. **Call to Order:** President Tony Holt called the meeting to order at 10:15am.
- II. **Purpose of the Special Meeting:** President Tony Holt said the special meeting of the Board was called to discuss the hiring process for a new employee to replace Susie Stevens, who is retiring. He asked if directors wanted to make any changes to the agenda. There were no changes. Jim Greene asked Kim Hosford if she is interested in Susie's position. Kim said she enjoys the job she is doing now and is not interested in making that change.
- III. **Executive Session:** President Holt called the meeting into Executive Session at 10:20am to discuss personnel matters. Staff left the meeting. There was a discussion as to whether the topic of a search for a replacement for the Executive Director position, and the qualities the Board is looking for in applicants, justified an Executive Session. President Holt said he had contacted CCC's attorney to confirm an Executive Session is appropriate for such a discussion and she indicated it was appropriate. He passed a copy of the email exchange to other directors. The discussion regarding the holding of an Executive Session continued. Kathy Harp moved the Board hold the meeting in Executive Session. Lindy Anderson seconded. In favor: Lindy Anderson, Bobbie Fisher, Jim Greene, Kathy Harp, Tony Holt, and Pat Tewell. Opposed: Kathy Fuller, Bob Harland, and Kamran Mesbah. Motion carried.

Susie Stevens and Kim Hosford were asked to re-join the meeting at 11:05am.

- IV. **Process for New Hire:** President Holt called the board out of Executive Session at 11:33am. President Holt reviewed the decisions agreed upon by the Board during Executive Session regarding the hiring process. They were:
- 1) Susie Stevens, Kim Hosford, and Rick Schram will be involved to provide information
 - 2) Staff will not take part in the screening of candidates
 - 3) Staff will not take part in the selection process
 - 4) A Search Committee was appointed: Kathy Harp, Chair; Members Bob Harland, Lindy Anderson, and Larry Walker
 - 5) Board directors and Levi Smith may attend Search Committee meetings and be involved in the hiring process. All are encouraged to participate.
 - 6) The Search Committee will work on the draft job ad and job description and will group the various responsibilities into categories
 - 7) The job title will be determined by the Search Committee

Bob Harland moved the Board approve the list of decisions. Kamran Mesbah seconded. Motion carried unanimously.

The meeting adjourned at 11:40am.

Respectfully submitted, , Kathy Fuller, Secretary, CCC Board of Directors