

EXECUTIVE BROAD MEETING

July 12, 2021

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A Executive Board meeting was held at the President's board members home on July 12, ~~2012~~²⁰²¹ at 06:30 p.m. to discuss Pat Harris wages. All board members were present: Chris Dye, Connie Kuzchanski, Mary Alice Ledbetter, and Phyllis Gooden.

Pat Harris was hired with a salary of \$600 per month. Her duties have since changed from the date hired to the present. Pat no longer has to answer the phone for the district, no longer does the bookkeeping/accounting, no longer writes checks, which in turn has decreased her hours of work, too approximately eight hours a month. All the above duties listed Platte Canyon staff are now doing.

Pat listed her duties as follows:

- a. Call board members prior to meeting as a reminder
- b. Prepare and printing agenda for monthly meeting.
- c. Take minutes to meeting for board member signatures.
- d. Coordinate with Platte Canyon on financials and meetings
- e. Send copy of minutes to board members following the meeting-I do it a week and a half before so I can give the board notice of the upcoming meeting.
- f. Monitor bank accounts and balances (Wells Fargo and ColoTrust)
- g. Gathering Arapahoe and Denver tax information
- h. Maintain files - ½ hour

The board brought up the following ideas:

1. Does Pat want to take back the bookkeeping, the accounting and writing check?
2. Her wages if she decides she does not want to return to the duties she was hired then her wages should be reduced to between \$300 to \$400 per month
3. If she should except the lower salary it would not begin until August.
4. As she is not a member of the broad, it was recommended that her job title should be administrative assistant.
5. Phyllis will call Pat to discuss the changes after the meeting.

The meeting was adjourned at 7:35 p.m.

Phyllis spoke with Pat and Pat stated she did not want to return to the bookkeeping, accounting, and writing checks duties, for two reasons. First, she thought Platte Canyon accountant and bookkeeping was excellent, as Vanessa did a great job. Second, she thought the cost to buy an accounting/bookkeeping program similar to Platte Canyon would be expensive. Pat agreed to take a cut in salary to \$400 a month, which is approximately \$50 per hour, beginning in August.

Submitted by: Phyllis Gooden
Broad President
July 15, 2021



CHRISTOPHER DYE

Mary Alice Lelletter

Connie Hucharski

Phyllis Gooden