

No 25 Downing

Executive Board Minutes

October 18, 2016

Board Members in Attendance:

Ted Stolberg

Kylie Seacat

Tina Crew

The meeting was called to order at 5:08 p.m.

Guests:

There were no guests

General business:

The minutes from the September 20 board meeting were reviewed and approved with corrections

The September 30 financial reports were reviewed

The Director's report was presented

Unfinished business:

The elevator shunts were discussed, but no decision was made at this time as to the timing of this project. Gregg will coordinate this project with the upgrades to minimize down time. The 11<sup>th</sup> floor shell has been sold and will be built out, so that will delay the remodel of the elevator in Building One.

The Board reviewed the 2017 budget and approved it to be presented at the Annual Meeting on November 15.

New business:

The Board approved four weeks of vacation for Gregg Westwood in 2017.

Nancy and Gregg are to work on writing a job description of Gregg's position and a summary of benefits by January 1, 2017.

The holiday party was discussed, with a potential date of December 8.

The meeting adjourned at 5:45 p.m.