

Final - Approved June 6, 2012

Executive Committee Meeting Minutes

January 18, 2012 (teleconference) - 9:00am PST

ATTENDEES:

- Executive Committee: James Goldstene (Chair), Robert Noel de Tilly (Vice Chair), Jean-Yves Benoit (Treasurer)
- Other Invited Participants: Jim Whitestone, Annie Mulcahy, Mark Wenzel, Chris Crook, Holly Stout, Edie Chang, Lee Alter, Patrick Cummins, Lydia Dobrovlny

James Goldstene convened and facilitated the meeting.

1. Confirm Details for Phone Interviews with Executive Director Candidates

The Committee discussed preparations for the phone interviews that Patrick Cummins has scheduled with six selected candidates on January 19 and 20. All six Directors plan to participate in all six interviews. BC developed a draft set of interview questions that were circulated to Directors via email for further discussion.

DECISION:

- The Committee decided to meet again on the morning of Thursday, January 18 to finalize the questions and script for the interviews.

2. Update on Status of Tracking System RFP (California)

The tracking system service delivery RFP was finalized and posted to the WCI, Inc. website on Tuesday, January 17.

DECISION:

- The Committee directed staff to issue the listserv notice via the WCI, Inc. listserv in both French and English (one notice, both languages) once the French translation is available. The Committee also suggested that the WCI Partner jurisdictions release a listserv notice using the WCI listserv. (Update: the listserv was issued later in the afternoon on January 18.)

3. Confirm Executive Committee Call Schedule

General discussion about scheduling Executive Committee calls.

DECISION:

- The Committee agreed to convene next Tuesday, January 24 at 9:00am PST, and then resume a biweekly call schedule.

4. Schedule Finance Committee Calls

General discussion about scheduling Finance Committee calls.

DECISION:

- The Committee requested Patrick Cummins to work with Jean-Yves Benoit to schedule the next Finance Committee call.

5. Schedule Audit Committee Calls

General discussion about scheduling Audit Committee calls.

DECISION:

- The Audit Committee will meet next Tuesday, January 24 at 1:00pm PST, and then decide on a regular call schedule going forward.

Meeting adjourned at 9:40am PST.

Next Executive Committee meeting: Tuesday, January 24 at 9:00am PST