

Rimrock Meadows Association

Directors Meeting Minutes

March 26 2019 7:30 pm

Conference Call

Present: Bill Higley, Jeff Deline, Carolyn Johnson, Mike Campbell, Julie Lindgren, Dave Meyer, Rob Edinger, Kevin Danby

Meeting called to order at 7:30 pm

Bill Higley reviewed code of conduct and confidentiality.

Review of Job Description for General Manager position - Everyone was reminded to look over the job description and other related documents that were provided by Kevin Danby in order to prepare for our next meeting.

Update from HR Committee - An update was provided by the HR committee. Topics included options for advertising the open position and the possibility of using a recruitment service. It was shared that there are substantial fees associated with the use of recruiters. There are very small fees to utilize the job posting websites.

Two job descriptions (in addition to the historical documents provided by Kevin Danby) were prepared for the board's review. Input from all board members was requested to edit the job credential documents as needed in order to collaboratively develop one for the purposes of advertising the position. Existing job descriptions were used to aid in creating what was presented to the board.

Information was shared about the differences between some of the most used job search websites and it was mentioned that Indeed.com may be the best fit for our purposes.

Information was provided about Community Association Institute and that they may be a useful site to advertise on as their audience includes organizations similar to RR.

It was proposed that it would be desirable to begin advertising the position next week in order to meet Kevin Danby's projected retirement timeline.

· The meeting was adjourned at 8:00 pm