FCB Executive Committee Meeting September 30, 2021

An Executive Committee meeting was held via Zoom on Thursday, September 30, 2021.

 The meeting began at 7:30 PM. Committee members in attendance were: Sheila Young, President; Mikey Wiseman, 1st Vice-President; Cassandra Jessie, 2nd Vice-President; Mark Lear, Treasurer; Sally Benjamin, Membership Secretary; and Mary Tyson, Recording Secretary.

Motion was made by Sally and seconded by Cassandra to approve the documents submitted by Chapter At Large Members (CALM). Motion passed. They have been officially accepted and their signed charter has been sent to them. A copy will also be provided to Liz Bowden for Archives. Cassandra will be their Officer Liaison.

Sheila said she would like us to focus on some of the chapters that are not doing as well to try to keep them together and to help increase their membership. Mary said that perhaps some prospective at large members may live in areas where there is an active local chapter of which they are unaware. Sally will advise them if there is a local chapter, and if not, or if they prefer to be a member at large she will refer them to CALM.

There are some concerns about a group in the Alachua area who claim to be members of FCB even though the Gainesville chapter was dissolved several years ago. No action will be taken at this time.

Mikey will check on the Northwest Florida chapter as they have been out of touch and were not at Midyear. Sheila will send out the list of chapters and officer liaisons assigned.

Donation to the Holiday Auction was discussed. Mikey suggested that he and his mother go to some local outlet stores and purchase a brand name bag or tote to donate. Motion was made by Cassandra and seconded by Sally to have Mikey and his mother pick out a bag at a price of $100. Motion passed. (We checked with Mom first and she agreed.)

Administrative Assistant Job Description:

Cassandra said that she wrote the document with prospective employees in mind. She wanted to establish a base rate of pay so there would be a point to negotiate from in the future. She had not intended that Kati’s actual salary would be voted on.

The document was reviewed and the below verbiage will be included; mostly clarifications.

1. Employee will work twenty hours per week, with an agreed upon wage, to be set between the prospective employee and FCB, not to be less than the current minimum wage in the state of Florida.
2. Employee will receive an annual evaluation by the FCB president and chair of the project insight committee.

Mark asked if it was intended that if a holiday fell on a weekend that the employee would not be paid for that holiday. It was determined that an error had been made and the following was incorporated to rectify that.

4. Employee will receive nine paid holidays:

New Year’s Day, Martin Luther King, Jr. Day, Memorial Day,

4th of July, Labor Day, Veterans Day, Thanksgiving Day

Day after Thanksgiving and Christmas Day.

 If any of the scheduled paid holidays fall on a week end ( Saturday or Sunday), the holiday shall be observed/paid on the corresponding week day: if holiday falls on Saturday, it shall be observed/paid on the previous Friday and if it should fall on a Sunday it shall be observed/paid on the following Monday.

Employee’s salary is to be determined by the FCB President and the Project Insight Chair. If after the annual review with the employee, changes are desired, They will recommend any changes to the Executive Committee for their approval. The Board will then vote on the recommendation of the Committee.

Mark made a motion to adjourn seconded by Cassandra. Motion carried and the meeting was adjourned at 8:50 PM

Respectfully submitted by,

Mary Tyson,

FCB Recording Secretary