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**Past President's Report**

**Annie Epperson**

**12 Nov 2015**

The Administration Committee met via Zoom on 12 October 2015 to plan the staff/contract employee evaluation process and initial stages of budget planning. In subsequent days members of the Administration Committee reviewed the online evaluation forms, sharing suggestions for improvements or corrections. One suggestion was to simplify the scale, from five (5) points to three (3); this change could not be effected in time this year, but is proposed for discussion and adoption in the future. We may also want to discuss evaluating other paid contract employees (i.e., Leadership Institute Coordinator) in the same way; this would necessitate a change in Bylaws or Manual of Procedure.

The current (five-point) form was deployed, shared via email with all members of the Board on 27 October; an email reminder was sent by Stephen Sweeney on 30 October. By the due date of Friday, 6 November, 18 Board members had responded, a response rate of 58%.

I also solicited from Committee Chairs their input on budget for the coming year. Suggestions will be incorporated into the draft budget.

I will call a meeting of Administration Committee before Thanksgiving at which we will discuss the results of the evaluation process, as well as the draft budget to be presented to Board in time for the January meeting.

*Respectfully submitted,*

*Annie Epperson, Past President*