

**Minutes of Executive Board Meeting – Washburn County Tourism Association**  
**Wednesday, March 31, 2021, 9:00 a.m.**  
**Washburn County Visitor Center**

1. Meeting was called to order at 9:02 a.m. by Liza Temple.
2. **Roll Call:** Liza Temple, Colene Vivian, Rene Magnuson, Joe McGrath, Kaitlin Hanson, Michelle Martin, Julie Fox
3. **Review WCTA Staff Duties & Responsibilities (Review Notes from Executive Director):** Discussion was had on the duties of each staff position as well as the “Unassigned and Under-assigned” duties. Vivian made a motion to assign the daily financials to the Executive Director as lead, Insurance Review/Vendor RFP’s to the Board of Directors as lead and Executive Director as assist, WCTA Meeting Management (lead) to the Board of Directors, and Monthly/Yearly Financial Reports to the Executive Director, seconded by Magnuson. Motion carried. Discussion was had on the Executive Director assigning the remainder of duties and bringing any major changes to the Board of Directors. McGrath made a motion to have the Executive Director in charge of re-assigning duties as needed, seconded by Vivian. Motion carried.
4. **Review Director Job Descriptions & Titles:** Vivian made a motion to approve the Executive Director/Chief Operations Officer’s job description with the addition of “Provide excellent customer service to visitors”, “Interact in a positive manner with all WCTA contacts and personnel”, “Develop and maintain good working relationships with area businesses”, “Perform administrative office functions as need” and removing the starting salary line, seconded by Magnuson. Motion carried. Discussion was had on the current Assistant Director position title. The committee asked Michelle and Kaitlin to research some options and bring forward at the next meeting. McGrath made a motion to approve the job description pending new title with the addition of “Provide excellent customer service to visitors”, “Interact in a positive manner with all WCTA contacts and personnel”, “Develop and maintain good working relationships with area businesses”, “Perform administrative office functions as need”, seconded by Vivian. Motion carried.
5. **Front Desk Staffing:** Discussion was had on the need for dedicated front desk staffing. Vivian made a motion to approve hiring an additional front desk team member, seconded by Magnuson. Motion carried.
6. **Review of Job Description(s) & Pay Scales:** Discussion was had on the front desk job description. Vivian made a motion for Kaitlin to update the current job description and present for review and approval, seconded by Magnuson. Discussion was had on appropriate pay scales for the position with the additional duties. Vivian made a motion to approve the pay scale at \$10-\$11.50 per hour, seconded by Magnuson. Motion carried.
7. **Draft Staffing Recommendation Responsibilities for Funding Considerations:** Michelle recapped the meeting and follow up items for board review.
8. Motion to adjourn was made by McGrath, seconded by Vivian. Motion carried. Meeting adjourned at 10:13 a.m.