

## **March 19<sup>th</sup> – Employee Performance meeting**

**Attended by Jim-Steve & Bob.**

**Reviewed the proposed evaluation document prepared by Bob , Steve and Jim made comments concerning the document and suggestions to simplify the form were reviewed. Bob agreed to make changes as discussed and have a revised form available for our review at the next meeting.**

**Bob indicated a need to have an actual “paper trail” for any actions that may result from these proposed reviews – Steve & Jim agreed.**

**Overall it was agreed this is long overdue and will assist the all involved in better understanding job duties and accomplishments thru the year. This will assist the board when having our annual discussions on Holiday bonus and employee salary reviews.**

## **April 02 – Employee Performance meeting**

**Present: Jim-Steve and Bob**

**also – Lori-Sandy-Arnie-Chris & Neil.**

**Lunch was provided to all in attendance ( thanks Lori & Sandy)**

**Everyone was given a copy of the proposed Employee Performance document as prepared by Bob-Steve & Jim.**

**Basic discussion by Bob as to how and why the board is considering such a document for internal use.**

**Jim indicated the benefit of such a review will give a much clearer way of communication between the employees and board.**

**It was agreed that a quarterly review was not best , a semiannual review was more acceptable.**

**Chris stated it was hard to justify us the board to review their work – when we don't have a full understanding of just what they do. Neil felt the review was a good idea.**

**Those present were advised to review the document and get back to us if they had suggestions, or changes wanted before it was presented to the entire board for consideration.**

**Meeting adjourned @ 1:25pm**