

Administration Committee January 12, 2010

PRESENT: James Reilly, Anne Kuthy, Yolanda Caldwell, Charles Diamond, Julie Zelman, Philip Ritter, Heidi Fuge

4:05 PM – Meeting called to order by J. Reilly, Chair.

I. CONFLICT OF INTEREST POLICY

Amended policy mailed to Trustees for discussion and presentation at the Jan. 13th meeting. Y. Caldwell asked, in relation to Part 1 “Gifts, Gratuities and Entertainment” if UHLS ever made loans. It was noted that UHLS does give grants, which is also dealt with in that section. Consensus to ask for Board approval of the policy.

II. TRUSTEE AND ADVOCATE AWARDS

The criteria for the annual awards was reviewed.

MOTION: Y. Caldwell moved to accept the criteria as presented. A. Kuthy seconded. Unanimous.

III. EVALUATION OF EXECUTIVE DIRECTOR

J. Reilly reported that he has compiled the results of the returned evaluation forms into a letter which he will distribute at the Jan. 13th Board meeting. Following Board review, J. Reilly and L. Lundgren will discuss the letter with P. Ritter as part of the newly-established evaluation process.

IV. GOALS AND OBJECTIVES FOR 2010

Consensus to wait until after the 2009 evaluation has been completed before developing the Goals and Objectives for 2010. P. Ritter noted that the full list of Goals and Objectives is included in the UHLS Five-Year Plan which is available on the UHLS website:

http://www.uhls.org/new/pos_2007-2011.pdf

V. OTHER BUSINESS

H. Fuge reported that the Asian Arts have notified UHLS that there is a problem with the floor in their main room. Committee members looked at the situation and agreed that there was something wrong with sections of the floor.

MOTION: Y. Caldwell moved to direct H. Fuge to look into the floor situation, to contact three contractors and get bids on fixing the floor and then report back to the Administration Committee. C. Diamond seconded. Unanimous.

NEXT MEETING: Tuesday, February 9th at 4:00 PM