

1                                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2                                   **Executive Director Search Committee**  
3                                   **MINUTES**  
4                                   **October 6, 2022 Meeting**

5  
6 Present:

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Steve Lotspeich | <input checked="" type="checkbox"/> Laura Hill-Eubanks | <input checked="" type="checkbox"/> Peter Carbee   |
| <input checked="" type="checkbox"/> Robert Wernecke | <input checked="" type="checkbox"/> Dara Torre         | <input type="checkbox"/> Lee Cattaneo (alternate)  |
|   |  | <input type="checkbox"/> Janet Shatney (alternate) |

7  
8 Staff: Bonnie Waninger

9 Guests: None

10  
11 **Call to Order**

12 S. Lotspeich called the meeting to order at 5:32 pm.

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14 **Adjustments to the Agenda**

15 B. Waninger recommended that the Committee elect officers.

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17 **Elections**

18 *L. Hill-Eubanks nominated S. Lotspeich as Committee Chair and D. Torre as Vice Chair; R. Wernecke*  
19 *seconded. Lotspeich and Torre accepted the nominations. Motion carried.*

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21 **Public Comment**

22 None.

23  
24 **Minutes**

25 *P. Carbee moved to approve the October 3, 2022 minutes as presented; R. Wernecke seconded. Motion*  
26 *carried.*

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28 **Executive Director Search**

29 Finalize Job Description: S. Lotspeich noted he had distributed changes prior to the meeting. Waninger  
30 shared those changes via the screen. The Committee reviewed the changes and made additional  
31 changes. The Committee requested that Waninger condense the essential job duties and send the final  
32 description to the Committee.

33  
34 Finalize Job Advertisement: The Committee made edits to the job advertisement and requested  
35 Waninger finalize it and send it to the Committee. The Committee requested staff advertise the position  
36 on Tuesday and post the ad and job description to the CVRPC website. Staff will establish a separate  
37 email address for Executive Director applications and provide the password to the Chair and Vice Chair.  
38 The Chair and Vice Chair will download applications for distribution to Committee members.

39  
40 Review Position Profile: The profile was struck as Waninger did not have sufficient time to draft it.

1 Search Process: The Committee discussed ideas for the search process.

2

3 The Committee asked Waninger who would be staffing the Committee into the future. Waninger noted  
4 that staff were at capacity. She recommended the Committee develop its own agendas and minutes  
5 and send those files to the Office Manager for posting. Lotspeich said the Committee could use the  
6 Town of Waterbury's Zoom account for meetings and interviews. He will include meeting access  
7 information on agendas.

8

9 **Next Meeting**

10 The Committee set its next meeting for October 13, 2022 at 5:30 pm. Lotspeich and Torre will develop  
11 the agenda.

12

13 **Adjourn**

14 *R. Wernecke moved to adjourn at 6:46 pm; P. Carbee seconded. Motion carried.*

15

16 Respectfully submitted,

17 Bonnie Waninger, Executive Director