

**Maryland Retired School Personnel Association
Board of Directors Meeting
June 27, 2017**

A quorum being present, President Fay Miller called the meeting to order at 10:00 a.m. and welcomed those present. The Pledge of Allegiance followed.

Office Update:

1. The MRSPA office will be closed the first week in July to allow for painting and laying new carpet in all areas, per the lease agreement.
2. President Miller asked the committee chairs and area directors to refer to two documents in the meeting packet (MRSPA AREA DIRECTORS AND MRSPA STANDING COMMITTEE CHAIRS) to review their roles and responsibilities, outlining the procedures that will be followed with the hiring of the new executive director (reverting back to what was done previously).
3. Handbooks will be duplicated "in house" and be hole-punched for placement in Board of Directors notebooks. This form for the handbooks will be made available in folders for locals to distribute as a "trial" for the coming year.

Appointment of the Executive Director:

President Miller acknowledged the work of the Search Committee chaired by Ann Marie Downey and Lorraine Johnson and the process used with consultation of the MRSPA attorney. Highlights of the contract were shared.

Ann Marie Downey also thanked the Search Committee and shared that 140 applications were pre-screened which resulted in 24 being recommended to the "reading committee," which then recommended 8 candidates to interview. Following interviews, background checks were completed.

The Search Committee recommends the appointment of Wanda Ruffo Twigg as the Executive Director. She was a former middle school teacher, active in MSEA, having served as local president, on the MSEA BOD, and NEA BOD, and in retirement, working with AFSME support staff in Prince George's County.

Recommendation: To appoint Wanda Ruffo Twigg as Executive Director of Maryland Retired School Personnel Association. The motion passed unanimously.

Approval of Executive Director Job Description (SOP #525):

President Miller presented the Executive Director Job Description (SOP #525) which will also be used as the evaluation tool. Bev Yurek moved the approval of the job description and Carla Duls seconded the motion. **The motion passed unanimously.**

Recommendation of addition to SOP, Section 4:

The following addition is to be added:

**"Contracts, bids, or solicitations for any goods or services valued at \$500 or more shall be signed by both the President and the Executive Director. The monthly credit card statement shall be signed by both the President and the Executive Director.
The motion passed.**

There was discussion on several other items in the Operating Procedures which will be included in the August Board of Directors meeting, since prior notice is necessary for any changes. Additional changes recommended to be presented at the August Board of Directors Meeting include:

1. Article VII, Section 4 be brought back to the BOD to delete the current section ("All items with a purchase cost of \$500 or more will be considered equipment (assets) an items less than \$500 will be considered supplies.) Contact with the association auditor will be made to clarify if such language is needed for auditing purposes.
2. Article VI, Executive Director: Change the last sentence from "The Executive Committee shall conduct an annual performance evaluation of the Executive Director" to "The Board of Directors shall conduct an annual performance evaluation of the Executive Director." This change would follow the By-Laws, with language being consistent in both documents.

There was no unfinished business and no new business.

The meeting adjourned at 11:10 a.m.

Respectfully submitted,

Nancy L. Gordon
Secretary