DRAFT MINUTES
SPECIAL MEETING OF THE HIRING COMMITTEE
FEBRUARY 15, 2022

Present: Heather Moore, David Tryhorne, Laurie Stanley, Abbey Miller

Meeting was called to order by Heather Moore at 5:18pm.

1. Modifications/Changes to Agenda
   There were no modifications to the agenda.

2. Public Comment
   There was no public comment.

3. Committee Structure Discussion
   Elect Chair – David Tryhorne motioned to nominate Sam Vaillancourt as Chair. Seconded by Heather Moore. Unanimous.
   Elect Vice Chair – David Tryhorne motioned to nominate Heather Moore as Vice-Chair. Seconded by Laurie Stanley. Unanimous.
   Elect Secretary – Laurie Stanley motioned to nominate Abbey Miller as Secretary. Seconded by Heather Moore. Unanimous.

4. General Discussion
   Discussions centered around updating the current job description as well as wording for the employment ad. It was decided the committee would again Tuesday March 1st to finalize drafts after clarifying items with the Board of Trustees at their next meeting on February 22nd.

5. Adjourn
   A motion to adjourn the meeting was made by Abbey Miller. Seconded by David Tryhorne. The meeting adjourned at 6:25pm.

Respectfully Submitted,

Abbey Miller

These minutes are not official until approved by the Hiring Committee at their next meeting.