

Dorchester Seniors, Inc.
Board of Directors
Executive Committee Meeting
25 September 2023 (Monday)
11am Faith Sellers Center

Attendees

Emily Watts, Board Chair
James Villeponteaux, Board Vice Chair
Haren Main, Board Treasurer
Diane Thomas, Board Secretary

Staff & Guest

LaQuinta West, Acting Ex Dir
Sharon Sellers, HR Consulting

The meeting was called to order at 11am by Chairwoman Watts in the Media Room of Dorchester Seniors, Inc. A quorum was confirmed by Secretary Thomas.

Chairwoman Watts announced that the meeting was being held to discuss two and possibly three position descriptions within Dorchester Seniors, Inc. with primary focus on the Executive Director position and the Deputy Director position. A motion was made by Diane Thomas to **go to Executive Session**. The motion was seconded by James Villeponteaux. There was no discussion. The motion passed. **Executive Session began..**

Committee members reviewed and discussed two specific position descriptions: the DSI Executive Director position, and the DSI Deputy Director position. Mrs. West, current Acting Executive Director and Mrs. Sellers, Human Resources Consultant shared in the discussion with committee members.

A few minor changes for clarification were suggested to both job descriptions. The two positions named above were the only ones discussed at this meeting. Other positions may be discussed at a later date. After a length of time, the discussion ended. James Villeponteaux made a motion to adjourn the Executive Session. Diane Thomas seconded the motion. There was no discussion. The motion passed. **The Executive Session closed.**

The regular meeting resumed. Diane Thomas made a motion to accept the minor changes to both position descriptions. Haren Main seconded the motion. There was no discussion. The motion passed. The committee requested Mrs. West and Mrs. Sellers post the position for the Executive Director for two weeks on the Indeed website for applications to be received.

No additional business was discussed at this meeting. Haren Main made a motion to adjourn. Jay Villeponteaux seconded the motion. There was no discussion. The motion passed.

The meeting was adjourned at 5pm.

Emily Watts