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**Bay Area Workforce Development Board
EXECUTIVE COMMITTEE SPECIAL SESSION
MINUTES
Friday, March 3, 2023**

Executive Committee Members:

	Response received	No response
Cheri Galecke (Board Chair)	✓ in favor of resolution A. B.	
Chuck Dallas (Past Board Chair)	✓ in favor of resolution A. B.	
Dustin Delsman (Vice Chair)	✓ in favor of resolution A. B.	
Tim Beno (Treasurer)	✓ in favor of resolution A. B.	
Matt Rentmeester (Strategic Leadership Chair)	✓ in favor of resolution A. B.	
Marcia Christiansen (Member-at-Large)	✓ in favor of resolution A. B.	
Tara Carr (HR/Finance Chair)	✓ in favor of resolution A. B.	
Mercedes Olson (Secretary)	✓ in favor of resolution A. B.	

I. **CALL TO ORDER/ROLL CALL** – Chairwoman Cheri Galecke called the emergency session to order. A quorum responded.

II. **BOARD BUSINESS** -

A. Chase Account appointment(s) and organization signatory

Cheri explained that with Matt’s departure an interim person(s) need to be appointed to the Chase Account in an acting secretary role. This must be done in order for the business bank account to be accessed for business use. As well, a signatory needs to be named for the organization.

A motion was made by Dustin Delsman to remove Matt Valiquette from the Chase account and to appoint both Vickie Patterson and Mistine Habeck to the acting secretary role in the interim - effective immediately - until a replacement is formally elected for Matt.

The motion was seconded by Marcia Christiansen. Cheri opened the floor for discussion. NONE was had.

There being no further discussion, a vote was taken, and all were in favor. SEE ABOVE. Motion passed.

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B. Appointment of Interim Director

Cheri explained that with Matt's departure there are many day-to-day operational items that will need to be managed and in order to ensure there is no interruption in these functions, it will be in the best interest of the organization to appoint an interim Director to oversee the duties of the Executive Director until such time a new Executive Director is placed into the position.

A motion was made by Tara Carr to appoint Vickie Patterson as Interim Director for the organization - effective immediately - until a replacement for Matt is formally selected (and placed in the role).

The motion was seconded by Matt Rentmeester. Cheri opened the floor for discussion. It was noted that this will confirm an authorized signatory for the organization's formal business. NO further discussion was had.

There being no further discussion, a vote was taken, and all were in favor. SEE ABOVE. Motion passed.

III. OTHER BUSINESS – NO other business was discussed

IV. ADJOURNMENT – There being no further business, a motion was made and seconded to adjourn by Dustin Delsman and Marcia Christiansen, respectively. All members were in favor of adjournment. Motion passed.

Respectfully submitted,



Cheri Galecke
Board Chair
Bay Area Workforce Development Board

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