

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS
NORTHWEST INSTITUTE OF RESEARCH (NWIR)
March 3, 2011**

The meeting of the Board of Directors, Northwest Institute of Research was held on March 3rd, 2011 at 3823 West 12th St, Erie, PA 16505.

In attendance were three members of the Board: Joyce Miller, Melissa Shirey, Tania Bogatova, and Kevin Smith.
Also present: Elana Shively NW Regional Key Executive Director

Excused: Roberta Schomburg, Craig Corsi

Joyce Miller called the meeting to order at noon and facilitated the meeting, following the agenda. The items of business included:

- **Approval of August 26, 2010 Minutes:** a motion to accept the minutes was made by Kevin Smith, and seconded by Melissa Shirey. Unanimous approval.
- **Review of NWIR's Financial Status:**
The following documents were distributed and reviewed:

Profit and Loss Statement - July 2010 through February 2011

Total Income - \$631,759.22

Total Expenses - \$627,347.52

Net Income - 4,411.70

Audited and Compiled Financial Statements were reviewed

Joyce introduced Tania Bogatova to the Board and discussed her position as NWIR VP and its importance in succession. Tania gave an overview of her background.

Joyce announced that Board Positions held by Kevin Smith and Craig Corsi were coming up for vacancy. Kevin expressed his willingness to continue to sit on the board. NWIR will seek a replacement for Craig Corsi, as his schedule seldom allows him time commit to attending the Board Meetings.

Resolution: Motion to re-Appoint and provide salary to the NWIR President and CEO by Kevin Smith and seconded by Melissa Shirey . Unanimous approval.

Resolution: Motion to provide re-Appoint and provide salary to the NWIR HR and Account Manager by Melissa Shirey and seconded by Kevin Smith. Unanimous approval.

Resolution: Motion to re-Appoint and provide salary to NWIR Vice President by Kevin Smith and seconded by Melissa Shirey. Unanimous approval.

- **Reports:**

NW Regional Key: Elana Shively, Executive Director

Executive Director Report was reviewed.

OCDEL Program Review - As of June March 2011 NW Key was at 96% of the target of practitioners.

Program Review for Quarter 1 (July 1, 2010 - September 30, 2010) All Requirements met.

Elana commented that goals for star 4 levels may not be met due to the new changes to the career lattice requirements.

Reviewed new organizational chart for NW Regional Key

Business Initiative: Joyce Miller

Discussed Business Initiative communication. NWIR will not continue to fund current radio advertising spots. NWIR may look at more effective ways to invest in marketing the program.

Joyce updated the board on her involvement with the Erie Together Initiative.

Kevin Smith provided an update of his involvement with Professional Development. He has been requested to develop a Business Acumen program for statewide implementation.

- **Next Meeting Date: August 25th, 2011.**

Meeting was adjourned at 2:00 pm



Kevin Smith, Secretary