**COAP Executive Board**

Meeting Minutes

Thursday, April 17, 2014; 10:00am

Horrabin Hall 1 & QC Riverfront 218A

Attendees – Dana Moon, Amanda Shoemaker, Dustin VanSloten, Teresa Koltzenburg. Jennifer Grimm, Pam Bowman, Margaret Taylor. Quad Cities – Audrey Adamson. Guests – Andrea Henderson, Cathy Null, Fred Iutzi. Absent – Ember Keithley, Angela Bonifas.

1. **Approval of Minutes from March 20, 2014 Executive Board meeting** – Approved (Shoemaker, VanSloten)
2. **Cabinet Update -** None
3. **Financial Report -** Balance as of 3/31/14 - $1,498.97
4. **New Employees -** None
5. **Old Business**
	1. Presidential Evaluation tool
		1. 36 members filled out the evaluation.
6. **New Business**
	1. Promotional Structure document
		1. Document was distributed to COAP Executive Board. Document was explained/discussed.
		2. COAP average length of service is 12 years. Data collection will be needed.
		3. Need President’s Cabinet to look at the document critically and provide feedback.
7. **Committee Reports**
	1. **Promotional Structure**
		1. See above
	2. **Professional Development**
		1. April 17 event features Jennifer Soucie (HyVee Dietician). She will present “Eat This, Not That” in Horrabin Hall 1 at 1:30pm.
8. **Announcements/Comments**
	1. Gift pack for the Employee of the Year will have items from the WIU Bookstore, Parking Services, Athletics, BCA and Campus Rec.
	2. Service recognition banquet on April 29.
9. **Employee of the Year Selection**
	1. 5 nominees were narrowed to 3 and then a winner was selected from the top 3, based on a secret ballot vote.
10. **Meeting Schedule**
	1. Third Thursday of the month at 10am in Horrabin Hall 60:
		1. May 6, 2014 – Spring meeting with the President/Capitol Rooms\*
		2. May 15, 2014

\* Indicates different meeting dates/times/location

1. **Adjourn** (Grimm, Moon) – 11:13a.m.