



Antrim Conservation District
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ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS

Approved Special Meeting Minutes November 6, 2024 10am

Call meeting to order by Chairman at 10:09a

Attendance **ACD Board:** Bryan Smith, Kathleen Peterson, and Deb Pruitt
 ACD Staff: Melissa Zelenak, Robyn Gransow, Wade Foster, Katie Gray

Agenda Review and Approval: *motion by Peterson, second by Pruitt, motion carries 3-0*

New Business: Discuss job descriptions and organizational chart, Executive Director to bring forward new organization chart and position descriptions for approval at the regular BOD meeting on November 19. Items for discussion as follows:

- Update Invasive Species Program Coordinator descriptions for signature
- Create HWA seasonal field technician position to hire as soon as possible
- Update Invasive Species Restoration Field Crew Leader position for hiring as soon as possible
- Update Education and Outreach Coordinator position to post as soon as possible
- Consider creation of Outreach & Giving Specialist for future hiring
- Create Invasive Species Education & Outreach Specialist position for future hiring
- Approve 2025 ACD Organizational Chart

Motion to adjourn at 11:09a, by Peterson, second by Pruitt, motion carries 3-0.

Minutes prepared by Zelenak November 7, 2024