

Edmond Town Hall Board of Managers
Sub-Committee re Job Needs and Assessment
MINUTES
Thursday, January 19, 2017

The meeting convened at 10:30 A.M.

Present: Anna Wiedemann

Also Present: Sheila Torres, Operations Manager

Absent: Jennifer Chaudhary

Public Participation: None

Anna Wiedemann and Sheila Torres undertook to examine job descriptions for Operations Manager, Theatre Coordinator for the purpose of updating same and determine whether or not the current staffing and/or hours are sufficient to accomplish the tasks.

More information was needed that would include current update to the existing job descriptions as information was missing from daily duties.

Another meeting will be scheduled .

Meeting adjourned at 11:22 AM

Respectfully submitted,

Anna Wiedemann
Vice Chairman