



OZARK REGION WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

Date: Wednesday, February 26, 2020

Time: 10:00 a.m. or immediately following
the conclusion of the ORWDB Meeting,
whichever is later

Location: Missouri Job Center
2900 E. Sunshine St.
Springfield, MO 65804
(or by teleconference)

AGENDA

- 1) Call To Order – *Sharon Walker, Chair*
- 2) Update on Incorporating Non-profit Corporation – *Sharon Walker and Marianne Banks*
- 3) Discussion and Possible Action on Organizational Details for the Non-profit Corporation – *Sharon Walker and Bill Skains*
 - a. Board Composition
 - b. Officers for Corporation
 - c. Form of Bylaws and Included Topics
 - d. Conflicts of Interest policy and any other desired policies
 - e. Financial status and administrative grant funds
 - f. Organizational Structure
 - g. Executive Director Job Description
 - h. Details for Business Operations (Fiscal Year, Principal Office, Registered Agent, Bank, Government Contact, Contracting Authority, and related business creation topics).
- 4) Committee Members' Requests for Topics for Future Agenda Discussion
- 5) Adjournment