

WASHINGTON BEER COMMISSION: Meeting Minutes

01.11.2011 / 5:30 PM / Fremont Brewing, Seattle, WA

Attendees: Doug Hindman (Secr.), Mark Irvin (Skype), Jason Kelley (Dept. of Ag.), Matt Lincecum, Janelle Pritchard (Treas.), Eric Radovich (ED), Allen Rhoades (Chair)

I. Minutes from November 2010 meeting were not available, but will be at the March meeting.

II. CHAIRMAN'S REPORT

-The Chairman provided a synopsis of the Review Committee's recommendations for the ED's review (this was also circulated in an email from the Chair prior to the meeting; see p. 2)

III. EXECUTIVE DIRECTOR'S REPORT

-Eric made a presentation of Annual Plan Topics (see attached)

-Commissioners provided feedback on a number of points within the Plan to help the ED prioritize his time.

-Eric provided a brief overview of the work done so far to draft a set of Policies and Protocols for interaction between the Commissioners, the ED, and sub-Committees, such as the Festival Committee and the Marketing Committee.

IV. TREASURER'S REPORT

-Balance sheet + proposed 2011 budget distributed to Commissioners (posted to web archives)

-total current assets = \$156,000

-New bank account at Chase + rainy day fund of \$50,000 were set up since last meeting

-Budget presented now includes Admin. Costs into festival expenses

-A motion was carried by Commissioners approving \$35,000 be budgeted for marketing for the remainder of 2011

-A discussion of the remainder of the budget resulted in a motion to approve it as presented, with the amendment that the ED's salary be increased by 13% instead of the 20% proposed.

V. DIRECTOR OF FESTIVAL OPERATIONS' REPORT

-ED + DFO will be searching for a new location for the 2011 Winter Festival

-Advance ticket sales for BELGIANFEST are approaching 50% pre-sold

-Commissioners endorsed pursuing a Summer Festival in Bremerton as part of the budget approval

VI. NEW BUSINESS

-No new business was raised

VII. MEETING CLOSED

-motion carried to close meeting at 8:15 PM

VIII. NEXT MEETING

-Scheduled for Tues., March 8, 2011; location TBD

Meeting minutes recorded by Doug Hindman, Commission Secretary



This is a synopsis of the job performance review for the Executive Director (E.D.) of the Washington Beer Commission (WBC), Eric Radovich. The review was held on November 30th, 2010 at the offices of the Washington Beer Commission. The meeting was attended by the E.D. review committee, comprising of Heather McClung (President of the Washington Brewers Guild), Drew Cluley, (Pike Brewing), Doug Hindman (WBC Secretary), Allen Rhoades (WBC Chairman), Janelle Prichard (WBC Treasurer), and E.D., Eric Radovich.

The first third of the meeting was a self-review by Eric, presented to the review committee. The Second third was a discussion of Eric's job performance over the last 15 months by the review committee. The last portion of the meeting was a discussion between Eric and the review committee. The following are unified comments made by the Review Committee:

STRENGTHS

- Washington Beer Commission finances
 - Strong financial health
 - Improved record keeping
 - Revamped/ improved accounting
 - Yearly budget development
- Preparation for upcoming Washington State Audit
 - Improved Operating Methods
- Creation of Commission business office
 - Consolidation of records and assets
- Added overall professionalism to the Commission
- High energy and very committed to the Commission

ROOM FOR IMPROVEMENT

- Creation of non-festival revenue streams
- Festival/Commission sponsorships
- Patience with the process
 - Overpromising/Under delivering on some tasks
 - Working out-of-sync with committees
 - ◆ Festival
 - ◆ Marketing
- Communication with Brewers
 - Commission to Brewers newsletter
 - Brewery visitations
- Development of protocols for conducting Commission business

The review committee will suggest to the WBC, at its Jan. 2011 meeting, that Eric Radovich's contract be renewed for an additional nine months, with a compensation review in six months. Additionally, the review committee, requests that the WBC have the E.D. create, with approval, a 2011 annual plan containing four to eight discreet tasks for completion in the next nine months.

This synopsis was created by Allen Rhoades, WBC Chairman on 12/7/10.