

**KAPS EXECUTIVE COUNCIL MEETING  
FRIDAY, MARCH 21, 1999  
NOLIN BUILDING, ELIZABETHTOWN, KY**

Members present: Ruth Bewley, Carole Holcomb for Debbie Anderson, Brett Page, Alicia Lateer-Huhn, Mike Norris, Ray Roth, Duane Miller, Patsy Thompson, Michelle Gadberry, Angela Wilkins, Angie Chandler, Sharla Fasko, Leilani M. DeFord, Dorothy Brock

First point of discussion was the proposal of a personal services contract. Following discussion, the proposal was drafted as follows: "By July 1, 1999, KAPS will enter into a personal services contract for the expenditure of up to \$5,000.00 for carrying out the duties prioritized by the officers of the EC and the chairperson of the Planning and Development Committee."

The developed proposal was discussed by Mike Norris accompanied by a handout. Duane Miller spoke concerning similar work he has done and presented his ideas on the proposal to EC to possibly become the contractor. The individual would take over much of the conference in at least five areas:

1. assist in the location and scheduling of the conference/program facilities
2. assist with conference logistics and implementation including travel/lodging for special guests and necessary operational resources and support
3. assist with the collection of conference data, compilation, and follow-ups
4. assist with the preparation of the conference and training programs (it is hoped training programs might additionally boost membership)
5. keep a record of how the conference is put together

Travel would be paid to attend some conferences and maybe to be visible at other organization's professional conferences (i.e. KASA). Besides travel, business support would be provided (i.e. FAX, phone, use of executive secretary, e-mail, etc.). There is a salary of up to \$5,000.00 a year as a cap. This might roughly equal out to \$100.00 a day for the work done which equals about 50 days plus expenses.

It is important to differentiate who is going to keep what aspects of the paperwork. A subcommittee is needed to write a job description. The question was raised as to whether there should be a cap on expenses, also.

Bob K. proposed we consider the job description and contract and Angie Chandler seconded it. Ray R. proposed we approve the allotment of money for the position. If the contract would start July 1 and run for one year, it could be evaluated/revised after that. There also was discussion concerning the difference between a personal services contract and having an executive director. Angela W. mentioned that the individual could cover legislative issues in Frankfort as they pertain to KAPS.