

**The American Driving Society, Inc. Executive Committee Minutes
Thursday September 1, 2011**

President Freiburger called the meeting to order at 7:00 PM CDT.

Present at the meeting were John Freiburger, Bill Lawson, Ann Davis and Susie Koos Acker. Although delayed, Development Committee Chair Claire Reid joined the telephone conference.

Approval of the Executive Committee minutes of July 26, 2011: *President Freiburger asked if there were any corrections. Hearing none, the minutes were approved with unanimous approval.*

ADS 990- Report. Treasurer Lawson reported that the 990 will be complete within the next two days. The US Government is particular about 503 (c) having programs, so the treasurer has been working with ADS staff to allocate costs to ADS programs

ADS Employee and Contract Personnel – annual performance review

The Executive Director recommended to the Executive Committee that she perform annual performance reviews on the two ADS staff members under her supervision as well as two ADS contract personnel, Sandra Cooke who is the ADS Editor of The Whip and Wheelhorse and Ellen Eddinger who works with the Licensed Officials Committee. The Executive Director presented a template that can be used for all categories of staff. She also requested that the Executive Committee use a similar template to perform an annual review of her. The Executive Committee was supportive of the evaluations and the template, and asked that she start with the ADS editor to establish standards and goals for the next year.

The Executive Director will report progress at the next Executive committee meeting.

Monthly payment increase for Sandra Cooke

Bill Lawson moved that the ADS increase the monthly payment to Editor Cooke by \$150 a months, retroactive to June 1, 2011. Ann Davis seconded the motion. With no further comments or objections, the motion passed with unanimous approval.

New Printer

The Executive Director reported that ADS has contracted with a new printing company, and is now in the process of printing the ADS Buyers Guide.

Proxy: As soon as the agenda is set for the ADS 2011 Membership meeting, the ADS office will develop a proxy form.

Agendas for the Membership Meeting and the Board of Directors meetings:

The Executive Director, working with the ADS Secretary, will present draft agendas at the September 15 Executive Committee meeting.

President Freiburger asked if there was any new business. Hearing none, he adjourned the meeting at 7:45 PM CDT.

The next Executive Committee meeting is Thursday September 15, 2011 at 7:00 PM CDT.

Submitted by: ADS Secretary Ann Davis

September 3, 2011