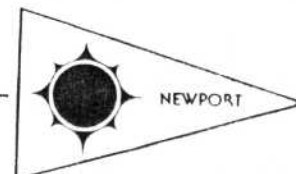


# NEWPORT YACHT BASIN ASSOCIATION

3911 Lake Washington Blvd. S.E., Bellevue, Washington 98006 746-7225



## 30 Day Reevaluation of Eric Tower by Board of Directors Wednesday, September 7, 1994

### Members present:

Kyle Anderson  
Mike Kavanaugh  
John Purcell  
Hank Field  
Don Hayes  
Carole Greene  
Eric Tower

Kyle summarized, for the board members, the basis for this review. Eric was to have full authority and responsibility for the routine daily maintenance getting done as well as having the tools and equipment on hand to perform those tasks. He then asked for feedback as to whether Eric had met those standards during the past 30 days since our last meeting on July 7, 1994 with him. Carole indicated that early on in her employment here, there was a difference of opinion as to the responsibilities of the maintenance position. The fact that her evaluation was based heavily on the performance of the maintenance person didn't seem proper. Carole felt the board needed to define the position and their expectations of the position, as was done on July 7, 1994.

Carole and Hank both felt that Eric had made some improvement. Hank, when asked, felt Eric was doing more of the things he should be doing but that he (Eric) still wasn't organizing or evaluating jobs, not making sound decisions (cutting a 4x8 to make a 2x4) and wasn't able to schedule jobs in order of importance. When asked if Eric had met with Carole to go over his list of projects as he was instructed to do, she indicated that she discussed with Eric what days would be best for him and he indicated Tuesdays and Thursdays, however, he never produced a list. With regard to having tools & supplies on hand, Carole indicated that he had gotten a couple thousand dollars worth of supplies but that she asked him to make a list of supplies and if he didn't want to order them she would. Carole ordered 2 loads and Eric order 1 load of lumber and electrical sockets. Hank stated that Eric moved a water line for him and that he didn't have any glue or cement to do it. Carole stated she didn't feel she could get a reasonable opinion from Eric on the extent of certain repairs and that he made poor assessments of the type of repair needed on jobs.

Kyle asked if we felt there had been enough of an improvement made over the last 30 days. He said it is necessary to evaluate the manager on the performance of the maintenance person but not fair to saddle her with a person that wasn't performing the job. Kyle stated he expected the manager to have a 100% of the operation of

the marina on their shoulders. He expected to grade the manager on how the marina was run, financially and physically. He felt the board had burden Carole with an unworkable situation and until that is fixed they can't fairly assess her performance. Carole stated that she felt that in her 30 years of working, she had never received less than "exceeds expectations" on annual evaluations. She felt she has done the same here and doesn't feel it was fair to her to receive an unsatisfactory review after a year and a half on the job. The entire board surmised after a lot of discussion that not enough of an improvement had been made and that Eric should be released.

Don interjected his views on what the ramifications might be if the board decided to fire Eric. He felt it not prudent to start a new person at the same rate of pay as Eric (\$11 per hour) because there would be no room for advancement and that it would be difficult to find someone that would be willing to accept \$8 or \$9 an hour. Kyle felt if didn't behoove us to hire contractors due to lack of preventive maintenance such as leaks causing the boards to rot. Different salary amounts were discussed and Don felt it not a good idea for a maintenance position to be making more than the manager position due to the amount of responsibility.

John felt the best way to handle the change over was to release Eric immediately. John suggested and the board agreed to give 2 weeks severance pay, 3 weeks vacation (1 week accrued from last year & 2 weeks for 8 months of this year) pay. Kyle felt the interviewing should be done by Carole and the board would review 3 or 4 finalists but that ultimately the decision would be her's.

Eric was called in and Kyle told him that unfortunately his performance was not up to the standards needed for the job and that he was terminated. Eric immediately relinquished his keys and passes and agreed to the severance pay and said he would only return by invitation only and left.

Don indicated that along with the severance pay, it was also normal to continue medical and dental coverage for 90 days. The board agreed to 90 days continued coverage.

Meeting adjourned.