

Stepping Stone Condominium Association
Board Meeting
June 20, 2011
5:00p.m.

The special meeting of the Stepping Stone Condominium Association (**SSCA**) was called to order by President Carol Coffey at 5:00 p.m. on June 20, 2011. The meeting was held in the Association clubhouse.

Attendees present:

Carol Coffey—President
Edrice N. Johnson—Secretary
Tim Brown—Treasurer
Cliff Watson—Board Member
Chandra Lovelace—Board Member
Tremaine Aldridge—Candidate for Office Manager

Special Business

President Coffey opened with an introduction of Mr. Tremaine Aldridge the final candidate for the position of SSCA office manager.

After the initial meeting and question and answer session with Mr. Aldridge, the Board had further discussion about his acceptance, wage offer, schedule and probationary period.

Motion: Secretary Johnson moved to offer Mr. Aldridge an initial rate of pay beginning at \$10.50/hr. with a reevaluation of performance and wage consideration after a 90 day probationary period, with additional evaluation periods at six months and one year, continuing annually. The motion was seconded.

Discussion—Mr. Watson reminded the Board that it must consider employee taxes, unemployment, and insurance at an additional cost of \$2-3/hr.

Vote: Unanimous

Motion: President Coffey moved to hire Mr. Aldridge as the SSCA office manager to begin the first week of July.

Vote: Unanimous

Discussion--The SSCA Board must use the QuickBooks accounting software more efficiently and effectively to manage SSCA data and finances. The office manager will be using an Excel spreadsheet for record keeping under the guidance of President Coffey.

The next scheduled meeting is July 18, 2011 at 5:30 p.m.

There being no further business, the meeting was adjourned at 5:55 p.m.

Edrice N. Johnson
Secretary

Approved____/____/____