

**Sahtu Renewable Resources Board  
Board Conference Call  
8 May 2003**

**Present on Call:**

Paul Latour	Interim Chair
Russ Hall	Member
Leonard Kenny	Member
Celina Stroeder	Member
Jody Snortland	Executive Director

**Convened at 9:40 a.m.**

**1. Summer Student Appeal**

- Marina Hansen appealed the decision made by Jody (ED) to hire Joel Doctor for the summer student position
- ED followed standard procedures used in the past and outlined in the Policies & Procedures Manual; Board to backup the ED's decision
- To ensure that all future employment opportunities include an interview process

**ACTION (Chair):** To draft a letter to complainant explaining decision

**2. Renewable Resource Communications Officer Position**

- Applicants for the Wildlife Biologist position were informed of the job change and provided with job description for the RRCO position
- Received resumes from interested individuals which were forwarded to Hiring Committee (Paul, Russ, Celina)
- Deadline for resume review: May 9, 2003
- Deadline for contacting short-listed applicants: May 15, 2003

**3. Office Manager Pay Increase**

- ED has requested a pay increase for the Office Manager (\$35K to ~\$40-45K); currently paid less than casual/term staff; incentive to stay with the SRRB
- Appraisal completed? Not to date

**ACTION (ED):** To search out comparable salaries for office manager position and to complete appraisals for all employees

**Adjourned at 10:15 a.m.**