

East Hampton Neighborhood House Association, Inc. - Meeting of Interview Committee on applications for position of Resident Director appointed at meeting of the Board of Directors on April 13, 1988

The Committee on Interview - Mr. Richard Herrlin, Mrs. Selah Lester, Mrs. Gerald Field, Mrs. Raymond Card, and Mrs. John B. Usher, met at 2 P.M. on Tuesday, April 20, 1988 at the Neighborhood House for the purpose of interviewing applicants for the position of Resident Director.

Seven couples were interviewed and each couple given the following information with reference to the position:

The Resident Director is responsible and is in charge of the House and its activities inside and out.

It is expected that the husband of the Director would take care of any minor repairs as a part of his contribution for the benefits of free rent, light and telephone, and heat.

For anything more than very minor repairs that he might feel that he could do he will be paid for any material used and his time upon submission of his bill.

Need for major repairs should be conveyed to Mr. Herrlin and the decision made by him.

In the past the mowing, carting, and cleaning up of the outside has been let out - however, if the husband should want to take over these chores he would be paid for same upon submission of his bill.

Inside and outside must present a neat and well-kept appearance at all times. The Neighborhood House depends totally on contributions and the appearance of the house and grounds should reflect that the money contributed is being used wisely and put to good use.

The Resident Director has charge of booking the Main Hall, the Meeting Room, etc. - all at her discretion. There is always a request for a contribution for the use of any part of the building and this contribution would cover the lights, heat, etc. A deposit is also required to cover the cost of cleaning up after use. If the area has been left in the condition in which it was found then the deposit should be returned - if not then the deposit should be kept and the Director can either hire someone to do the cleaning up or do it herself.

The Director must be in the building when the House is being used.

When the House is left during the day hours the answering machine must be turned on and all messages checked and all calls returned.

Should there be a crisis i.e. - heat - lights - major repairs contact Richard Herrlin at 324-0142 - or Avis Usher at 324-0300 from 9-11 and 324-1163 after that.

The blacktopped court at the back of the premises was given to the Association by the East Hampton Lion's Club and is also under the jurisdiction of the Resident Director. Lights for the court are turned on from inside and building and must be requested. If any problems arise on the court 9or anywhere on the premies) the Director is to call the police - they are extremely cooperative.

The Director should work in close association with the Women's Service Club which has been in existence for over sixty years and has been the backbone of the Neighborhood house over the years. This group meets every Thursday (except in the summer). The first Thursday of each month is a business meeting and it would be well if the Director could attend at least a portion of that meeting so that dtes, etc. can be coordinated. On the fourth Thursday of each month The Club has a covered dish supperand for this the tables and chars should be set up.

With regard to the Service Club - whoever is using the Main Hall on Thursday nights should be asked to have their cars parked in the back (not on the circñlar driveway) so that the ladies can park nearer to the side entrance.

Cars belong to the Director and her husband should be parked in the back at all times (NOT ON THE CIRCULAR DRIVEWAY).

Salary for the Directo is \$140.00 per week. Rent, heat, light, and telephone (except for long distance calls) are free. The estimated cost of these benefits add up to at least \$1000.00.

As of this date the House will be closed for the last two weeks of August each year.

INTERVIEWED: Wendy and Nick Havens - have two children - are very interested. Mr. Havens is a commercial fisherman which would involve his being away for days at a time. They would like a chance to be at the Neighborhood House.

Mike and Cathryn Martin - have a fourteen month old son. Mr. Martin is self-emploued - feels that he could do the odd jobs aroundthe house - Mrs. Martin has been a bank employee - both would like to be at the Neighborhood House.

Charles and Kathryn Wormstaff - have three sons - two teenagers and one younger. Both know the Neighborhood House well and feel that they could handle the position.

Ernest and Penney Greene - have a six month old daughter - Mrs. Greene is presently employed at RiverheadBuildingSupply and Mr. Greene has his own business (Maintenance, mowing, carting, etc.

Michael Bunce - he and his wife are expecting their second

child in June and Mrs. Bunce was this day at her Doctor's in Riverhead. Mr. Bunce is a carpenter and is in business with his father. He feels that he and his wife could handle the job at the Neighborhood House.

Luke and Lynn Eddy - have one daughter age seven and are expecting another child. Mr. Eddy is employed at Bistrion/ Gravel and he would be available to do some work around the grounds and house. Both would like the chance to try the position.

Phillippe Valdez - his wife was not present. Mr. Valdez is employed as a waited at Gordon's Restaurant and is presently doing some of the major cleaning of the House.

The questions were asked - 1- if it would be possible for the new Director to have her own telephone installed - 2- if one of the buildings could be used for storage. The answer to both questions - "yes".

All the interviews having been completed the Committee decided that a decision could be made at this meeting rather than call another meeting for that purpose.

After much discussion and the reviewing of all seven resumes again it was voted that Penney Greene be hired as Resident Director. The Committee felt that all seven couples interviewed were qualified.

As of this date the date for the closing of the House for vacation will be the last two weeks of August.

There being no further business the meeting was adjourned at 4 P.M.

Secretary