



**Enduris
Board of Directors
Special Meeting Minutes**

Tuesday, November 25, 2025

This meeting was held via Microsoft Teams.

CALL TO ORDER: Mr. Schanz called the meeting to order at **8:00 a.m.**

ROLL CALL

BOARD MEMBERS PRESENT: Matt Schanz, Chair; Donna Watts, Secretary/Treasurer; Jennifer Boie, Board Member; Sara Young, Board Member; Kelly Williquette, Board Member; and Sheryl Brandt, Executive Director.

OTHERS PRESENT: Alric Balka, Director of Operations; and Shawna Masterton, Executive Assistant.

Public Comments – RCW 42.30.340

➤ *No public present. – No comments were made.*

ADOPT AGENDA

WILLIQUETTE/BOIE moved to adopt the agenda as presented. **Motion carries.**

EXECUTIVE SESSION

Mr. Schanz, the Board Chair, announced that the board would enter into Executive Session at **8:02 a.m.**, as permitted by *RCW 42.30.110*, and noted that they would exit at **8:16 a.m.** if additional time were needed.

The Board reconvened in open session at 8:16 a.m. Mr. Schanz stated that they needed to extend the Executive Session for an additional five minutes, pushing the end time to 8:21 a.m.

Mr. Schanz then ended the executive session and announced that they are back in open session at 8:22 am.

DISCUSSION / ACTION ITEMS

Approval of Executive Director Contract

Board Policy GC 3.4 states that the board will hire the Executive Director and evaluate their performance through effective monitoring of the Goal and Operational Expectations policies and annually set Executive Director compensation based on the implementation of policies reflected in ***B/CR-5.7. d.***

WATTS | WILLIQUETTE moved to approve the Executive Director Contract for Ms. Holly Nelson and authorize adjustments to the contract as discussed during the Executive Session.

Motion carries.

ADJOURNMENT

Mr. Schanz adjourned the Special Board meeting at **8:43 a.m.**

YOUNG/SCHANZ moved to adjourn the meeting. **Motion carries.**

A handwritten signature in cursive script that reads "Matt Schanz". The signature is written in black ink and is positioned above a horizontal line.

Matt Schanz, Chair

The Enduris Board meeting minutes are intended to be a reasonable summary of the Board's deliberations and actions. They are not a verbatim record of everything said at the meeting, but they include all actions taken by the Board.