

17 April 2020

**TO: RAILS Board of Directors**

**FROM: Paul Mills, RAILS Board President**

**SUBJECT: Timeline for Executive Director Evaluation**

Friday, April 24

Survey link and related documents sent to the Board of Directors after Board Meeting

Friday, May 8

Deadline to complete the evaluation

Monday, May 11

Evaluation results shared with Executive Director and Board of Directors

Friday, May 22

Executive Session with Executive Director and Board of Directors to discuss evaluation and possible merit increase

The evaluation process will be done through Survey Monkey, which is the same format we used last year.