

## Draft UUCS Board Executive Committee Meeting December 27, 2017

### Attending:

Joel Woodman  
Lynn Cardiff  
John Prohodsky  
Joanne Manson  
Rick Davis (Ex Officio)

The meeting was called to order at 4:00

Joel lit the chalice and provided centering thoughts about Hope for the New Year.

Monica's Ordination is scheduled for May 26. The Executive Committee approved UUCS support for the ordination, which will be shared jointly with the Corvallis UU congregation. The ordination will be hosted at UUCS. **Add to Board Consent Agenda.**

Rick's Sabbatical Spring 2019 - The Committee on the Ministry has recommended that Rick take a 3 month sabbatical from April through June of 2019. The UUCS Board should refer this issue to the Finance Committee to budget sufficient funds to cover the expense. **Add to Board Consent Agenda**

Board Covenant - The covenant was drafted at the Board retreat in October and given to the Board for review at the December Board meeting. No edits were received. The Executive Committee approved the draft. **Add to Board Consent Agenda**

Staffing - Current Position Vacancy - The Executive Committee discussed the position budgeted for custodial services. A position description was sent to the Personnel Committee for review and approval last summer. The issue has still not been addressed. The current custodial services are not meeting requirements. The Committee requested that Joel act as the Board representative to research and provide information on obtaining temporary agency services. At least 3 quotes are needed. John will provide the necessary budget information. After review and approval, the recommendation will be sent to the Personnel Committee for action. This information will be provided to the Board at the January 11, 2018 Board meeting. **Add to Board Action Agenda.**

Pledge Drive Issues - Adding new members. Rick noted that in order to function effectively the Pledge Drive (Stewardship/Canvass) Team needs to operate on a year around basis and needs additional members. Rick asked that each Board member nominate 1-2 people to be added to the team. **Add to Board Consent Agenda**

Staffing for Growth - The Executive Committee discussed the staffing for growth Memorandum. The Committee recommended that an Ad Hoc Committee be formed to develop a Staffing Plan based on this Memorandum. The Committee will:

1. Select the administrative lead to identify and leverage the value that staffing growth will bring to the congregation that:
  - a. Imbues and enhances meaning and purpose;
  - b. Keeps the congregation engaged;

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- c. Provides coordination, oversight and recommendations to the Board on addressing needs in concert with the minister, and;
  2. Based on the criteria developed, present the Plan to the Board for approval.
- The Executive Committee recommended that the Ad Hoc Committee include a Board representative (Joanne), a Human Resources Committee representative (Carol Doolittle or Diana Bodtker) and Rick. The due date for submission of the Plan should be the end of February 2018. **Add to Board Action Agenda.**

Facilities Leadership – The Executive Committee discussed facilities issues, including the budget for HVAC controls and building site assessment, including potential budget impact.

Staff and Board Covenant – The Executive Committee suggested that this could be a future staff/Board retreat issues. There are potential costs associated with this. **Add to Board Action Agenda.**

Parking Lot Security – The Executive Committee reviewed security issues and recommended that automated security sensors and surveillance cameras may be warranted. **Add to Board Action Agenda.**

Staff Gifts, Bonuses and Other Remunerations – The Executive Committee approved the use of appropriate discretionary funds for staff appreciation gifts.

The following items were moved to the Executive Committee meeting in February:

- Regional assembly – who should be nominated. Rick
- Engaged Congregation – John

The meeting was adjourned.