

## UUCS Board of Directors Meeting

### Attending:

Lynn Cardiff  
Robin LaMonte  
Benjahmin Boschee  
John Prohodsky  
Joanne Manson  
Julie Warncke  
Christine Ertl  
Gloria Holland  
Cherryl Ramirez  
Rick Davis (Ex Officio)

The meeting was called to order at 5:35 p.m.

### Chalice Lighting & Centering Thoughts:

The chalice was lit and centering thoughts were provided.

### Executive Session:

The Board went into closed session to hear a recommendation on personnel matters from Lorna Youngs, chair of the Finance Team, and Jo Nathan, chair of the Committee on Human Resources (CHR). The recommendation was developed in response to a motion that was passed at the Annual Meeting of UUCS to "... adopt the budget as presented and direct the Committee on Human Resources, the Finance Committee and the UUCS Board to work together to address staff salary inequities with the funds available by September 1, 2018".

The Chairs discussed the process that was used to develop the proposal. The consensus from the Annual Meeting was that staff at .50 Full Time Equivalent or greater should be paid, at a minimum, at 50% of the UUA salary range. It was also noted that the child care assistant position (filled with 3 job share positions) was paid below the first salary in the range.

The Chairs noted that the joint process had been positive for both the Finance Team and CHR.

The recommendation presented to the Board reflected a concern that the salary plan be sustainable, both for the current fiscal year and in the following years. CHR and the Finance Team reviewed UUCS's current other funds resources. The recommended adjustments this fiscal year would be funded primarily from the ending fund balance, with the remainder funded out of the Memorial Fund. The recommendation reflects a conservative approach to the salary increase recommendations.

The recommendation noted that UUCS currently lacks a policy for administering compensation. This has resulted in salaries lagging behind current UUA guidelines. This recommendation is a first step in addressing this issue. They will be followed by a Salary Administration Policy and implementation procedures from CHR that will be ready for Board review in November. The expectation is that if the Board adopts the proposed policy, it would be applied to the 2019-2020 fiscal year. Both teams are committed to a standardized and sustainable process for administering salaries at UUCS.

The Board discussed the recommendation for salary adjustments. Julie moved and seconded to adopt the salary adjustment plan with one amendment. The vote was unanimous.

The Executive Session was ended and the regular Board meeting was called to order.

#### Board Action

The board discussed the proposed Sanctuary Policy. This draft policy has been reviewed and approved by the Social Justice Team. There was discussion about potential cost. The Social Justice team, in response to an earlier question from the Board, certified that all costs related to sanctuary would be covered through donations. Benjahmin moved and it was seconded to adopt the Sanctuary Policy. The vote was unanimous.

The Policy Update Plan was discussed. The policy area assignments are as follows:

Nominating - Benjahmin

Communications - Julie

Social Justice - Cheryl

Ministerial Intern Committee - Christine

Human Resources - Robin

Worship - Gloria

Committee on the Ministry - John

Covenantal - Lynn

Gloria moved and it was seconded to adopt the Policy Update Plan. The vote was unanimous.

#### Policy on Policies

The Policy on Policies was discussed. The policy template and policies had been reviewed and approved at the Board retreat. There was discussion on when to amend policies and how they are to be amended. The determination was that the date of revision would be noted in the policy header. The reasons for policy changes would be discussed by the Board when revisions occur and would be recorded in the minutes.

There was also discussion about when, where and how to record procedures related to the policies. This issue was tabled for a future meeting. Julie moved and it was seconded to adopt the Policy on Policies. The vote was unanimous.

#### New UUCS Sign

The proposal for a new sign and the related costs were discussed at the July Board meeting. Approval of the sign was held pending the presentation on salary adjustments and a determination of available funding.

There was discussion about the financial position of UUCS. After salary adjustments and the purchase of the sign approximately \$40,000 is available from the Memorial Fund for the remainder of the year for other expenses.

Robin moved and it was seconded to approve the purchase and installation of a new sign. There was 1 no vote.

#### Consent Agenda

The July meeting minutes were approved. Benjahmin moved and it was seconded to approve the items on the Consent Agenda. The vote was unanimous.

#### Regular Reports

Treasurer - there was discussion about the financial status of UUCS. There was discussion of a need for a retreat to focus on the revenue and expenditures, including risk.

Vice Chair/Team Council - There was no meeting this month.

Minister - The Minister reported that he is working on getting the Generosity Team appointed and working on a pledge drive plan. A joint meeting with the Board had been scheduled but was postponed to continue with recruitment. The plan is to schedule a meeting with the Board and possibly the Finance Teams to develop a Generosity Team vision.

Social Justice - The report was distributed by email. The Board noted that it appreciates all of the wonderful work that is being done by this Team.

Gloria moved and it was seconded to acknowledge receipt of the regular reports. The vote was unanimous.

#### Special Reports

Report from the Strategic Planning Steering Committee - The Committee is continuing to work on the report and is making progress in finalizing it.

August 9, 2018

Gloria moved and it was seconded to acknowledge receipt of the Special Report. The vote was unanimous.

New Business - Lynn asked that Board members who signed up for policy areas become the liaison for that area. This is not a requirement, as some Board members have scheduling and work conflicts that conflict.

Assignments and Upcoming Events:

Chalice Lighting

Joanne - September

Gloria - October

John - November

Christine - December

Cherryl - January

Julie - February

Welcome Table

August 12 - Cherryl & Robin

September 9 - Joanne & Julie

Julie noted that there is a Catholic Charities luncheon on September 26 that Board members could attend. Julie will send out an invitation.

The schedule for the Board to provide coffee service is

10/28

1/27

May annual meeting

The chalice was extinguished and closing thoughts provided

The meeting was adjourned at 7:45