

UUCS Board Executive Committee Meeting

January 30, 2019

Attending:

Lynn Cardiff
Benjahmin Boschee
Robin LaMonte
John Prohodsky
Rick Davis (Ex-Officio)

Staff: Samantha Scales

Visitor: Craig Rowland

The meeting was called to order at 4:00

The chalice was lit and opening thoughts provided.

Human Resources

Craig Rowland from the Human Resources Committee (HRC) presented information on completion of the US Government I9 form, including the employer section 2, which documents that employees are legally able to work in the United States. His review of the UUCS paperwork indicated that there might be a need to update some of the information. There could be fines for failure to comply. The HRC has contacted employees as needed to update this information. HRC is also documenting the hiring process and compiling documentation on hiring, to ensure that this information is stored correctly. HRC notes that policies and procedures need to be developed. The Executive Committee also discussed a recent employee resignation.

The Board will go into Executive Session at the beginning of the next Board meeting to discuss human resources matters.

Religious Education, Facilities and Music Committee Reporting

There was discussion about reporting to the Board from the Religious Education, Facilities and Music Committees. Staff had expressed an interest in attending Board meetings. The Board would welcome this attendance, as a way of ensuring that there is communication between the Board and staff. They also requested clarification on the process for submitting written reports to the Board. There was some confusion about which reports should be sent to the Team Council and which should be reported directly to the Board. The Executive Committee determined that the Religious Education, Facilities and Music Committee reports should be sent to Secretary before the Board meeting. The Secretary will include them in the Board packet. These Committees should inform the Secretary if they want to make a Board presentation.

This is a Board Information Item.

Board's Role in Setting Policies

There was discussion about the Board's role in setting policies, as required by the UUCS By-Laws. The Executive Committee clarified that the Board establishes the criteria for policies

written by Teams and Committees, and has recently adopted the “Policy on Policies”. The Board’s role is to review policies written by Teams and Committees to ensure that the policies meet Board policy criteria, and to approve (set) those policies. The Board also writes and approves its own policies.

The Executive Committee noted that each Board member is a liaison to at least one Team or Committee. The Liaison role is to facilitate communication between the Board and the assigned Team or Committee. The Liaison is also responsible for communicating Board criteria for developing and submitting policies and procedures.

This is a Board Information Item.

Communications Team Policies

The Communications Team has submitted policies and procedures. These will be included in the February Board packet, for Board approval.

This will be placed on The Board Action agenda.

Policy for Creating New Teams

Benjamin reported that he and Sam and Cecilia are working on creating the policy for creating new teams.

This is a Board Information Item.

Annual Meeting Check-in

Lynn will request Board members to report on the status of Annual Meeting assignments.

This is a Board Information Item.

The meeting was adjourned 5:05