

## UUCS Board of Directors Meeting

### Attending:

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

### Staff:

Samantha Scales

The meeting was called to order at 5:38 p.m.

### Chalice Lighting & Centering Thoughts:

The chalice was lit and centering thoughts were provided.

### Visitors:

None

### Housekeeping

Board Reports – The Board discussed receiving reports from Music, RE and Facilities. These teams should be reporting monthly. RE provided a written report that was included in the Board packet. Lynn has been acting as ex-officio chair of the Facilities Team and will send out the Facilities minutes. She provided an oral report.

Board Liaison Responsibility – The Board discussed the responsibilities of Board Liaisons, including helping teams to develop policies, providing information from the Board to teams, and providing information from the teams to the Board. Board members reported on what they have done with their teams.

Policies and processes for establishing new teams/committees – Benjahmin and Lynn reported that they and Sam and Rick are working on policies that will help new teams understand UUCS requirements. Some of these policies would apply to existing teams, such as understanding that all official UUCS communications should be transmitted by the Communications Team.

Board budget priorities – Lynn reminded the Board that the February retreat will focus on developing Board budget priorities.

Annual Meeting Check-in - Lynn reviewed the Annual Meeting assignments and progress on Annual Meeting preparation.

UUA General Assembly - Lynn discussed the email regarding the UUA General Assembly and whether any Board members would want to attend. It was noted that Joan Erickson would like to be nominated as a delegate.

Habitat and Hope Village - HHV has been working with Marion County on zoning requirements, and has changed its proposal to a 5 person group home, due to these zoning regulations. HHV provided a drawing of the group home. There was discussion about if, and how, how the proposal will be presented to the congregation. There was concern about the amount of time that it would take at an annual meeting. It was felt that if a formal proposal was to come to UUCS, it would probably require a special meeting. Joanne will invite them to the team council meeting.

#### Regular Reports

Treasurer report - The Treasurer provided the profit and loss statement.

Vice Chair Team Council report - The Council has not met, so no report was received.

Minister Report - The Minister's report was sent via email. The focus was on preparation for the Congregational Appreciation dinner and the Minister's upcoming sabbatical.

Director of Religious Education report - the report was included in the Board Packet.

Social Justice Action Team report - the report was included in the Board Packet.

Janet moved and it was seconded to acknowledge receipt of the Regular Reports. The vote was unanimous.

#### Consent agenda

January Minutes - There was no discussion of the minutes.

January Special Board meeting minutes- There was no discussion of the minutes.

Christine moved and it was seconded to approve the items on the Consent Agenda. The vote was unanimous.

Executive Session - The Board went into Executive Session to discuss personnel matters.

Note: There was discussion about the need to have policies and documentation of Human Resources practices, including the retention and destruction policy; hiring policy; and Committee on Human Resources charges and responsibilities. This should be a Retreat issue.

## Board Action

Office Assistant – The Board had approved the recruitment of a temporary Office Assistant at its November, 2018 meeting. The Committee on Human Resources has begun the recruitment process which will close on March 8. There was discussion about the Office Assistant position description. The Board had been provided with a draft position description. The Board could not approve the position description as provided, as it was described as incomplete. Board members reviewed the draft and were concerned about the detailed description. This level of detail was not common in recruitments that Board members had participated in their employment. There was a suggestion that UUCS should be using UUA position template.

Julie moved and it was seconded that the Board requested CHR revise the position description to more closely align to the UUA template for job descriptions, particularly as it relates to the level of detail. The vote was unanimous.

Funding for the Office Assistant Position – There was discussion about the funding, including amount and source, for Temporary Office Assistant. It was noted that the position will close in early March and that the position will probably be filled around the first of April. There was also discussion about the number of hours and salary range for the position.

John moved and it was seconded to approve an amount not to exceed \$3,300 for 3 months from the Memorial Fund for the temporary Office Assistant position. The vote was unanimous.

Funding for the Congregational Appreciation Dinner – There was discussion about unexpected costs for the dinner. The attendance is expected to be around 260 people. This required that UUCS rent tables and other expenses above the cost of the dinner.

Janet moved and it was seconded that the \$450 be allocated from the Contingency Fund for Congregational Appreciation dinner expenses. The vote was unanimous.

Delegate to the UUA General Assembly – As noted above, Joan Erickson had indicated an interest in being a delegate.

Julie moved and it was seconded to designate Joan Erickson as a delegate to the 2019 UUA GA. The vote was unanimous.

Communications Team policy – The Communications Team Policy was omitted from the Board packet, and will be addressed at the March Board meeting.

February 14, 2018

Assignments and Upcoming Events

Executive Committee will meet on 2/27 @4:00

Board Retreat is on 2/20 @5:30

March Board Meeting is on 3/12 @5:30

Janet is responsible for the chalice lighting and opening and closing thoughts in March

The meeting was adjourned at 7:40