

UUCS Board Executive Committee Meeting

February 27, 2019

Attending:

Lynn Cardiff
Benjamin Boschee
Robin LaMonte
John Prohodsky
Joanne Manson

Staff: Samantha Scales

The meeting was called to order at 4:00

The chalice was lit and opening thoughts provided.

Office Assistant

Sam provided an update on the selection process for a temporary Office Assistant. There are currently 33 applicants. The recruitment ends on March 8. Sam researched the UUCS requirements for a selection committee and notified the Board of the requirements. Currently, the committee consists of representatives from UUCS including: Sam (Administration), Craig (Human Resources), Lynn (Board), Cecilia Craig (Membership or Social Justice) and one additional representative from Membership or Social Justice.

Sabbatical Leave Proposal

Rick provided a proposal for how ministerial duties will be covered during his sabbatical. The review included the cost for the sabbatical. The Executive Committee reviewed the proposal and discussed the funds available from the existing Sabbatical Reserve Fund. The Executive Committee noted that there was no funding provided for the Interim Minister to meet with staff, and determined that an additional \$120 should be added for staff meetings. John will determine amount available from the Sabbatical Reserve Fund and the balance needed. John will also identify the fund source for balance. **Board Action**

Unemployment Insurance Issue

The Executive Committee discussed a potential liability for unemployment insurance. An error was made in the initial payment for person on stipend, which identified that person as an employee for the first month of service. UUCS was notified that it might be required to pay unemployment insurance costs for that person. The Executive Committee was unsure about the legal requirements, and will request that the Committee on Human Resources investigate the claim.

Lynn noted that she will be out of town from March 5 to March 12.

Strategic Plan

Joanne reported on the discussion at Team Council about their responsibilities under the Strategic Plan. The Executive Committee noted that Benjahmin had agreed to develop bullet points for team liaisons to use for discussion with their teams, including what the Board expects from teams as they implement the Plan and timelines for actions. Joanne will send the minutes to the Secretary for inclusion in the Board agenda packet. **This is a Board information item**

The meeting was adjourned 5:05

Board Agenda Items:

Action Items:

- Board Budget Priorities
- Communications Team Policy
- Sabbatical Plan and Funding
- Policy for Communicating Board Decisions
- Policy for Board Requests

Information Items

- Thank you cards - housekeeping
- Reminder: Committee on Human Resource, including information on expectations and responsibilities - reminder for the next Board Retreat