

UUFH Board of Trustees
Business Meeting
March 15, 2010

Present: Paul Ratzlaff, Ken Buley Neumar, Marc Leopold, Maria Nielsen, Dorothy Burns, Jennifer Sappell, Kathryn Johnson, Linda Paul Elem

Absent: Gerald Moss, (Carolyn on Sabbatical)

Guest: Michael Goldsmith

Special Agenda Item: Information Session

- Personnel Committee Updates: Michael Goldsmith presented the Staff Evaluations.
- Exit interview needs to be done for Judie Spero before 3/22.
- Personnel solicited a variety of people for evaluations of personnel. (Sue Collins does not get an evaluation as she is an outside contractor).
- Evaluations were read and returned. Paul will meet with Richard and Carolyn to give them their evaluations.

- Office Administrator/ Manager Search Process: Roles and responsibilities - create a job description with Judie Spero's help. Kathryn and Maria were working on salary based on Region. Will publish a salary range. Will post online, Craig's list, Metro site, Idealists. Search Committee for Office Administrator is now formed and will interview with Paul and Maria. Paul will be a part of the final process of the last interviews. Benefits need to be worked out . We should keep in mind the UUA guidelines. Salary should be commensurate with the responsibilities and who we need to hire. Former personnel policies need to be reviewed. Consensus will be done by email. UUA has guide lines on vacations days, pensions, policies etc. Personnel committee description needs to be revised to include responsibilities that staff is already doing. Personnel committee will work on the hiring package process. (compensation etc.)
- Kathryn and Maria will recommend to the Board after benefits and positions are worked out. Then position will be posted with Title, Salary and Benefits.
- Perhaps Sue Collins can "help out" with volunteers till we hire someone. We can omit Midweek news for awhile. We can ask volunteers where they could help out and where gaps would be. Paul will talk to volunteers (Ginny, Joan and Sylvia)
- Search Committee - Sue MCGovern, Sylvia Lipnick, Larry Chorowski, Jackie Agdern , Judie Gardner.

Michael was thanked and left. Maria will give Michael an exit interview guideline.

February Business Minutes. Motion to accept was made by Jennifer, Dorothy 2nd. Carried.

Reports

- Minister - See Attached
- VP - See attached.
- Nominating Committee - Successful. Slate is almost complete. Nominating Comm. needs to work on it's purpose.

- Treasurer - See Attached. Renter of the Cottage is leaving. Cottage is leaking. Chimney needs sealing. Needs to be gotten ready to rent again. Volunteers? Northport Contracting can do some of the work. Frank Towne is heading a committee to present a spending plan for the repair of the cottage. and the UUFH and capital improvements. Frank is looking at rebates and looking for people to work with him. Kathryn and Paul will talk to Frank.
- Frank Towne is heading the Committee Proposal to replace the Heating. He will propose at the April Congregational Meeting.

Action Item : Motion to appoint Sue Mcgovern to personnel committee. Motion made by Jennifer, 2nd by Marc. Carried.

Info Updates

- Committee Vacancies - Membership. Carla Finkel? Paul will ask.
Nominating, CCC: Communications Cluster - Johanna Leopold will do PR in June.
- Growth and Vitality Workshop - Paul will ask Carla Finkel. Royal and Jennifer are also going.
- AED - Volunteers - Ready to hand off to a committee.
- Sabbatical Updates - 1st Sunday in May we will welcome back Carolyn Freud. Program is underway.
- Trustees as Greeters - Kathryn this Sunday, March 21st.

Discussion Items

- Living Our Principles - Annabel Caner and (Vibes plus more). Linda will write.
- Cottage - Tenant Relations Task Force. Geri Leon, Kathryn will ask. (new Administrator will do Rentals).
- Ministerial Sabbatical - Paul has a plan in Process.
- Bylaw Changes - Will be presented in June 2010 Congregational Meeting. Will come before the Board first. Joan Caly and Maryjane Wochinger are the Bylaw Committee. Board will review Bylaws and look for changes or inconsistencies such as Personnel Description and JTW description.
- Articles to be reviewed by:
 - 1 and 2 - Maria
 - 3 - Linda
 - 4 - Gerald
 - 5 and 6 - Dorothy
 - 7 - Ken
 - 8 - Jennifer
 - 9 - Marc
 - 10 , 11, 12 - Kathryn This will go to Exec. Committee before Bd. meeting. Document recommendation at next Meeting, 4/15/10. Marc will put into a document and send out to Board Members.

New Business

Trustees should examine previous agendas, minutes, goals etc for their individual assessments of our successes and deficiencies so that we may celebrate, or address them by April 5th. Send to Maria.

Secretary's Reminders - 1. VP to remind Clusters to prepare Annual reports.

2. Secretary to Publish notice to Annual Meeting etc. Dorothy will do.

3. Other nominations to be filed. Done

4. Remind Stewardship preliminary Budget should be ready for early Mar

Board Meeting.

5. CoCm, Personnel and Finance should meet to discuss compensation issues for recommendation to Board in April.

Deeds Well Done - Susan Peters - Peter Sepez (leak in Cottage). Linda will write.

Spiritual Directions - Monday April 5, 2010. With JTW

Adjourned

Respectfully Submitted,

gerri Farrell, Scribe