

**James Reeb Unitarian Universalist Congregation**  
**Board of Trustees meeting**  
**November 20, 2013**

**APPROVED MINUTES**

Present: Sarah Cook (Chair), Rev. Marlene Walker, John Koch, Rachel Avery, Marla McFadden, Holly Anderson, Peggy Haack, Art Hackett

6:32 PM Chalice lighting, opening words (ready by John)

6:35 PM Check-in question from Sarah, "Where do you usually sit during Sunday service and why?"

6:39 PM Consent agenda approved, which consisted of the following:

- Minutes from Oct 2013 Board meeting
- Finance committee minutes
- Minister's report
- Charlie McNulty to fill Board vacancy
- RE committee meeting minutes from Oct. 15, 2013

6:40 PM Getting volunteers to count attendance and money at Sunday service for the rest of 2013

6:45 PM We are looking into snow removal service for the back parking lot (~\$35/snowfall)

6:48 PM Charter Sunday (Dec. 8, 2013) planning check-in

- Service will involve many people, including the choir and musicians from Reeb Rave 2013!
- Program following service will include recognition of people and a potluck
- Invitations have been sent (Marlene will invite Jim Jaeger)

6:57 PM Discussion of Personnel Policy

- Agreement to use Lead Administrative Officer, which will be the minister, unless named by the Board in the absence of a minister
- Introduction will have definitions added
- The following language will be used in the applicable sections:

"Unless an employee's contract specifies otherwise, his or her supervisor will be the minister or, in the absence of a minister, a Lead Administrative Officer named by the Board of Trustees."

"Members of James Reeb Unitarian Universalist Congregation are called on to abide by our Covenant of Right Relations, based on the first Unitarian Universalist principle of the worth and dignity of every human being."

"This manual assumes that staff will attempt to resolve conflicts in a mutually-respectful way before involving the supervisor, or, if the conflict involves the supervisor, the Board President."

"Any employee who believes he or she has been sexually harassed by another employee, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor. An employee who believes that he or she has been sexually harassed by his or her supervisor should report that conduct to the Board President."

- Covenant of Right Relations will be added as an addendum to the policy
- We will keep language suggested by UUA regarding not hiring members of JRUUC except in rare circumstances (and understanding that all current staff are unaffected by this provision)
- Section "N" titled "Initial Review Period" of the original UUA document concerning review periods will be removed, and instead incorporated into the next section as follows: "In general, employees

will receive a written performance evaluation at the end of the first 90 days of employment and then on an annual basis thereafter”. There may still be additional discussion if more frequent written reviews are needed.

- Section “H” titled “Media Inquiries” will be changed to “Except for information posted on the congregation’s website or other widely-accessible medium, all requests for information from the print, on-air, or electronic media about the congregation shall be directed to the minister (or Board President in the minister’s absence).”
- Language concerning passwords will be “A record of passwords to work-related software, email accounts, and online services shall be kept in a secure physical or electronic location to be determined by the church administrator. An employee may not change work-related passwords without permission of his or her supervisor, and must ensure the record of work-related passwords is correctly updated.”
- Time cards - not required unless we have a full-time hourly employee.
- Agreed to 12 weeks for parental leave instead of 6 weeks
- Holidays will be included (all staff get these off, regardless of hours) as suggested in the UUA document except President’s Day
- Add a section for breastfeeding as suggested
- Add our fair compensation goals as an addendum
- Remove last sentence of “Separation from Employment” and change the last sentence in “Attendance and Punctuality” to “Any employee who fails to report to work without notice for three or more consecutive days on which he or she was scheduled to work will be considered to have voluntarily terminated employment, effective immediately.”
- Remaining items
  - Precise language for pro-rating benefits
  - Vacation (see page 11 of the original UUA document)

Action items:

Send comments on Personnel Policy to everyone on the Board. A revised document will be provided (hard copy) in January 2014.

Marlene will invite Jim Jaeger to the Dec. 8 gala

Other dates to keep in mind: Anniversary gala (Dec. 8, 2013); Holiday Fair (Dec. 15, 2013); Leadership development (Jan. 11, 2014), Board meeting in January (Jan. 15, 2014) - may need another meeting that month?

Next Board meeting will be Dec. 18, 2013, 6:30-8:00 PM, JRUUC building