

Friday April 17, 2020

Special Electronic UUCS Board Meeting to approve a temporary work authorization proposal.

Attending

Lynn Cardiff
Robin LaMonte
Janet Stevens
Christine Ertl
Steve Ovens
Jack Tally
Julie Warncke
Beth Anne Huffine

A special UUCS Board Meeting was called to order via email on April 17, 2020 to approve the following proposal related to proposed work on videos of church services being put together on posted online during the Covid-19 pandemic. The meeting was concluded on April 18th at 5:31 pm.

Motion:

Julie moved and it was seconded to accept in entirety the following proposal:

Temporary Work Authorization

4/13/2020- 06/20/2020.

This position is responsible for oversight and production of a final video file to be uploaded at UUCS' committee and team discretion for digital Sunday Services. While those eligible for this position as written (Office administrative staff) have duties to support the individuals responsible for creating the initial footage as they are able, this add-on position shall have no responsibility for the creation or procuring of footage.

The office staff, defined herein as Jordynn Sweeney and Emma Kreger, will communicate and coordinate with the worship team, production team, Laura Christian, Kit Abrahamson, LRE team, Rick Davis, Lillian Walker, and other individuals as necessary to produce an online service each week. This does not include helping form the content for the footage, merely to create an understanding for office staff as to the vision of the segments for any editing purposes.

The worship and or production team, as appropriate, will be responsible for confirming that all necessary footage is provided for staff access via Dropbox or Google Drive by Monday evening at the latest along with a finalized PowerPoint and finalized information in the Worship Trello card for that service. Sunday will be the goal for all video and necessary information to be completed. Any changes after Monday evening may or may not be able to be incorporated into the weekly production and may delay completion of the weekly video.

Office staff will edit provided footage to trim framing time and sync with slides provided by worship and or production team. Sound editing and close captioning will not be provided by office staff. It is to be acknowledged that office staff cannot improve video quality, or visually edit things out of the video, beyond cropping the frame or removing parts of the footage to the best of their abilities while leaving service content intact. The limitation on visually editing the footage comes from an effort to keep costs feasible for UUCS budgetary means, as visually editing footage is time consuming and a trained skill.

Effects or special inserts may be requested, and office staff will make an effort to incorporate them whenever feasible. However, please understand that effects may take significant time to incorporate depending on what is asked for, and could potentially cause conflicts with keeping production of final video on track. Office staff is tasked with producing the smoothest, albeit simplest, production with the least possible hours due to the desire to conserve UUCS fiscal resources whenever possible.

Office staff is to have both service videos - the full service and the child-friendly cut - ready by Friday 9 pm at the latest with a goal of Thursday 11:59 Pm. "Ready" is defined as final videos are uploaded to Drive or Dropbox in MP4 format, ready to upload to YouTube. If necessary, office staff will upload to YouTube with the following settings; unlisted and comments to be approved before posting. Upon uploading to Google Drive, Dropbox, or YouTube as required, office staff will notify the production, worship, LRE teams, and Cherie Ulmer of completion of contract for that week.

In the effort to conserve resources, the office staff also requests that when possible communication from worship or production team and any necessary participants include "video production" in the subject to assist in appropriate tracking of time. It is also requested that when possible office staff be included in only email chains whenever necessary to reduce hours spent for this contract. Reading through multiple email chains related to video production will increase hours required. The office staff realizes much communication and collaboration is required to prepare the service each week, however, office staff also acknowledges that much of that is outside the realm of responsibility and authority for office staff, let alone a video editor. The goal of this contract is to focus solely on video production whenever possible.

The Board of UUCS, production and worship team must also acknowledge that office staff may use different programs outside PowerPoint and Microsoft Video Editor from each other, which can result in different stylistic results. Effort will be made by office staff to coordinate on providing a consistent end product whenever possible. A primary effort will be made by office staff to keep video production hours at a minimum.

Office staff reminds that their ongoing recommendation be that effort continue to be made to recruit volunteers to take over video production, and be incorporated into the production, worship, and LRE teams with hopes that said volunteers may be transitioned into being final video production members in the final week of May ongoing into first week of June.

The herein described Temporary Work Authorization can be extended an additional 30 days by request of the Board and optional acceptance by office staff. Neither the Board nor the office staff are required to extend this contract. This temporary add-on position is to be paid at a rate of \$25 an hour pre-taxes, and is to be tracked and reported separately from normal office hours. Both the Board and office staff acknowledge that the hours spent on video production are in addition to the 20 hours of office work allotted for each week, and video production hours are to be capped at 18 hours of work each week without explicit, written permission by an Officer of the Board for approved over-time. Vacation and sick time will be tracked for this add-on contract in accordance with UUCS' existing temporary contract procedure.

The Board acknowledges that office staff is in no way obligated to accept an offer of renewal of this Temporary Work Authorization, and cannot use 'declined to extend' against staff in regards to their primary contract or position review. Any performance questions or concerns should be addressed as soon as possible in accordance with UU values and employee manual as part of the weekly staff meeting via communication with office staff, head of CHR, or the Minister as supervisor of the Office.

Funding to pay for the video production will come from:

The total cost per week of this temporary contract at 18 hours per week with a pre-tax rate of \$25 an hour is \$450.

Contract is for 10 weeks - a total of \$4,500

\$1000 from Grant money received for Covid-19 related expenses

\$1000 from Worship Team budget - Honorarium fund for Sunday Services

\$1500 from Unused RE Assistant 1 Wages

\$1000 from Contingency

If Contract is extended from 06/21/2020 to 07/19/2020 or beyond the services will come out of contingency.

****Previously completed Services****

Video editing and services completed prior to 04/13/2020 by Emma Kreger are not capped. Due to system limitations, hours spent assisting in recording set up and training. System limitations (Work computer not capable of handling file sizes efficiently, lack of Drive Storage space) has been remedied as Emma's personal Laptop has more RAM and Hard drive space than work computer. Training: Assisting in microphone & camera set up/guidance, video on transferring files to drive & sharing them has also reduced time moving forward for staff to be required to drive to site and transfer files manually. These previous hours will be rated at the regular rate of pay for Emma Kreger, rather than at the increased rate for additional job description above.

The motion passed unanimously.