

UUCS Board Executive Committee Meeting

April 24, 2019

Attending:

Lynn Cardiff
Benjahmin Boschee
Robin LaMonte
John Prohodsky
Joanne Manson

The meeting was called to order at 4:00

The chalice was lit and opening thoughts provided.

UUCS Office Hours

There was discussion about extending the work hours for the Office Assistant. She is currently working 16 hours a week. However, with the vacancy in the Office Administrator position, there is a need for more coverage in the office. The Executive Committee discussed the workload and determined that 4 additional hours per week is needed. She has agreed to work an additional 4 hours per week, bringing her total hours to 20 hours per week. The Committee suggested that she add Mondays to her office hours.

Benjahmin moved and it was seconded that UUCS add 4 hours a week to the work schedule of the Office Assistant, which would make the work schedule 20 hours per week. The vote was unanimous.

Landscape Planning

There was discussion about the need for a landscape plan. There have been a number of issues around how the landscape is managed. Many of these issues could be avoided if there were a landscape plan that designated areas of responsibility. Joanne had a handwritten draft landscape map that was difficult to interpret. The Executive Committee agreed that clear landscape map should be prepared. **Joanne will draft the landscape plan to be proposed for adoption at the next Board meeting.**

Board Decision on Office Administration for 2019-20

The Board deferred action on office administration at its special meeting on the budget on April 17. The Board requested that the Committee on Human Resources prepare a job description for the Congregational Administrator. This information will help the Board to determine if the proper classification is a Congregational Administrator or the current Office Administrator. There is also a need for a comparative cost analysis between the two classifications. John will forecast difference in cost for 5 years. The comparisons will be between one Office Administrator at .75 full time equivalent (FTE) or a Congregational Administrator at .50 FTE and an Office Assistant at .37 FTE. The Secretary will compile the classification and budget information send it out to the Board **with instructions to review and come prepared to make a decision at the next Board meeting.**

Team Council

There was discussion about the roles and responsibilities of the Team Council. There is a need to improve communication from the Board to the teams and from the teams to the Board. For example: how do Board-approved policies get communicated. Board members have liaison responsibilities with the teams, but greater communication among UUCS activities and groups is needed. Suggestions included having the “administrative” teams (e.g.: facilities, finance, religious education, etc.) meet with the Team Council Coordinator each month and provide a summary of the meeting to the Board, or have the chairs of these teams report monthly to the Board.

The meeting was adjourned 5:55

May Board Meeting Agenda Items

Action Items

- UUCS Office Staffing
- Landscape Plan
- Facilities and Landscape Policies

Consent Agenda

- Ratify the increased hours for the Office Assistant

Information Items

- Thank you cards - Housekeeping
- Annual Meeting Check-in - Housekeeping
- Covenant of Respectful Relations - Information