

## UUCL BOT Minutes – Special Meeting on September 10, 2020

Location: Online Zoom Meeting, 7:00 pm

Trustees Present: Carole Campbell, Darcy Pollack, Fred Foster-Clark, Kim Chappell, Alan Jacobs, George Herr-Riser, Brad Weaver, Jonas Kauffman (Treasurer), Reverend Israel Buffardi (Minister), Kay Welty (Personnel Comm.)

1. The meeting was called to order at 7:15 pm by Carole with a chalice lighting by Reverend Israel.
2. New position
  - a. Reverend Israel provided some context for a new Community Outreach and Communications Coordinator (COCC) position to replace the position vacated by Quin Martin. A position description and related materials had been shared with the BoT beforehand. After some discussion and questions from the Board, Kay clarified what the Personnel Committee needed from the Board in order to continue the process.
  - b. **George made a motion that the Board of Trustees (BoT) direct the Minister and Personnel Committee to hire for the COCC position at a salary of \$19/hour for 20 hours/week in line with the position as described, subject to slight modifications in line with suggestions from the BoT. The search was directed to begin as soon as possible. Darcy seconded the motion and, after a discussion of the budgetary implications, the motion passed unanimously.** [This motion was later amended and approved by email vote on 9/16/2020. A copy of the directive is attached.]
3. Congregational Meeting
  - a. The agenda for the 9/20/20 Congregational Meeting to vote on calling a new minister was discussed. George will provide opening words and a chalice lighting. A check-in to assure that everyone can hear and to record the names of those calling in by phone (Fred/Brad) will be next. A motion to suspend the 60-day member requirement prior to voting will then be introduced by Darcy.
  - b. During the early portion of the meeting, Kim and Darcy will review the participant list against the membership list and, upon conferral with Fred/Brad, will certify the necessary quorums for voting.
  - c. A vote on the ministerial call will be the next and final item on the agenda.
  - d. During votes, Kim and Darcy will count votes on each motion for those attending whose votes can be seen; Fred and Brad will unmute and poll each of the members who have called in or otherwise can't be seen. Tallies will be checked and consolidated via private chat.
4. The request by the Open Table group to use the MSC tent behind the church for meetings after Candidating Week was discussed. A consensus was reached that our previous resolution to close the church for regular group meetings should hold in the interest of utmost caution. Carole will convey the denial of this request to the appropriate party.
5. The meeting was adjourned at 9:10 pm on a Herr-Riser/Jacobs motion. The September regular Board meeting will be held on September 24<sup>th</sup> at 7:00 pm.

Respectfully Submitted by Fred Foster-Clark, Secretary

## Attachment 1

## Personnel Directive (Revision approved 9/16/2020)

The Board of Trustees (BoT) has discerned the following needs for staffing and hereby directs the Personnel Committee, along with the Reverend Israel Buffardi, to begin hiring processes for the following position and in line with the following guidelines.

- To hire for a new Community Outreach and Communications Coordinator (COCC) position at a salary of \$19/hour for 20 hours/week in line with the position as described in the 9/10/2020 position description, subject to slight modifications in line with suggestions from the BoT. The search is directed to begin as soon as possible. Darcy seconded the motion and, after a discussion of the budgetary implications, the motion passed unanimously.
- While the projected hours and wage rates fit within currently authorized budget constraints, the Board recognizes the need to revisit hourly rates both in terms of current market conditions and UUA compensation guidelines. Flexibility in adjusting compensation may also be needed depending upon the skill set that particular applicants bring to the position. The Board authorizes the Personnel Committee and staff charged with advertising and interviewing for these positions to make reasonable adjustments in the projected work hours and hourly rates. The Board requests that they report any adjustments made to the Board and the Treasurer. If any such adjustments would substantially exceed the authorized budgeted amounts for these positions, Treasurer and/or Board approval should be sought before any final offers are made.

This discernment and directive was approved by the Board originally on September 10, 2020. The second bullet was added and approved by the Board on September 16, 2020.

Respectfully submitted by Fred Foster-Clark, Board Secretary