

UUCL BOT Minutes –Special Meeting on February 14, 2021

Location: Online Zoom Meeting, 12:00 nn

Trustees Present: Carole Campbell, Darcy Pollock, Fred Foster-Clark, Alan Jacobs, Kim Chappell, Brad Weaver, George Herr-Riser, Jonas Kauffman (Treasurer)

Others Present: Reverend Israel Buffardi (Minister), Kay Welty (Personnel Comm.), Dave Dussinger (Personnel Comm.), Jen Steinbrecher (Personnel Comm.)

1. The meeting was called to order by Carole at 12:00 pm with a chalice lighting.
2. Darcy raised the possibility of UUCL joining as a charity recipient for Smile.Amazon.com and Paypal. She will investigate further and report back.
3. Reverend Israel and the Personnel Committee (PC) are advocating for the immediate hiring of two positions – Community Outreach and Communications Coordinator (COCC; to replace Mandee Metzger who has resigned) and Office Coordinator (OC; for the position once held by Quin Martin). [The Personnel Committee had shared drafts of position descriptions for both the COCC and OC positions, along with several documents outlining the costs implications.] They also shared proposals for personnel to be added to the FY22 request including an accompanist, a facilities person, and increased hours for the DLFD. It was decided to focus today solely on the immediate requests. Some clarifications were given for the COCC and OC tasks. Reverend Israel also stated that Bev’s Financial Manager position would remain as it has been and that the original plans to convert to an Ops Manager and Bookkeeper were being revised into the current requests for FY21 and FY22.
4. Reverend Israel also explained that currently Design Data Corp has been retained for Tech Support, but he hopes that with the move to GSuite (Google), in place of Office 365, and other IT changes, this tech support contract will be expendable and IT needs can be met internally. GSuite is cheaper, more user friendly, has secure cloud storage, and offers the possibility of Google Voice to replace current phone system.
5. An exit interview with Mandee is scheduled for the coming week. It was unclear whether salary level was a consideration in her resignation. Fred suggested that perhaps a salary range could be approved for this position to allow more flexibility in hiring and retaining a new person. Reverend Israel would welcome such a change.
6. After Darcy made an original motion (seconded by Alan) to accept the PC’s recommendation regarding the COCC and OC positions and some discussion ensued, **an amended motion was agreed to as follows: To approve the recommendation for hiring the Community Outreach and Communications Coordinator (COCC) and Office Coordinator (OC) positions with salary ranges of \$19-23 and \$16-17.50, respectively.** At this point, Kay walked us through the various budget scenarios that the PC had prepared with input from Jonas. After questions were answered, **the motion was approved unanimously.**
7. Discussion on personnel recommendations for FY22 was postponed. Because the Financial Advisory Committee (FAC) has already begun preparations for next year’s budget, it was suggested that they incorporate the proposals for staffing offered by the PC and Reverend Israel into their planning. Kay and Jonas will convey the proposals and the Board’s input to the FAC.

8. The meeting was adjourned about 1:20 pm on a motion by George, seconded by Darcy, and approved by all.

Respectfully Submitted by Fred Foster-Clark, Secretary

Approved