

Minutes of BUF Board of Trustees meeting 9/27/2018

Attendees: Kara Black (President), Rory McLeod (Vice-President), Sky Hedman (Secretary), Paul Beckel (Ex-Officio), David Curley, Angie Lindquist, Murray Bennett, Frank McDonald, Beth Nyblade, Rod Haynes

Other participants: Ann Newman (Treasurer), Kaitlin Davis (Healthy Relations team), Kathy Wahto (Admin), Carl Nyblade (HR)

Minutes by Sky Hedman, Secretary, approved 9/28/18 by 5 members.

Pre-meeting Training: Paul Beckel passed out the article "Policy Governance in a Nutshell from the General Assembly 2009 (www.uua.org/ga/past/2000/index.shtml) Event 217

Chalice lighting 6:55 pm

Check-ins

Approval of last meeting minutes (approved by email September 24, 2018)

Treasurer's Report, Ann Newman (report attached)

Admin Team Report, Kathy Wahto gave the first report of the Administration and Facility Council. Will have quarterly meetings, first in November. (report attached)

Human Resources Report, Carl Nyblade

- Motion: Kara Black moved that a RE Gift ad hoc committee of the board be formed with the members recommended by HR with the understanding that recommended expenditures be brought to the board for final approval by December 15th. David Curley seconded. Discussion followed. Motion was passed unanimously.

Paul Beckel noted that data was collected at the church retreat and a meeting in May as to envisioning the future of RE at BUF. This data will be used as input to determine priorities for gift.

- Motion: Kara Black moved that Murray Bennett be the board representative to the HR committee. Beth Nyblade seconded. Motion passed unanimously.

Question was raised of who will be formulating new contract with Paul Beckel to comply with new UUA recommendations. Kara Black volunteered to help. Board already has a Ministerial Evaluation committee.

- Motion: Frank McDonald moved that the ad hoc Ministerial Evaluation committee (Angie Lindquist, Beth Nyblad and Kara Black) look at Paul Beckel's contract for any revisions which will be reviewed by the HR committee and brought for final approval by the Board

of Trustees by January 15th, 2019. Beth Nyblade seconded. Discussion followed. This effort would be carried out instead of the Ministerial Evaluation this year. Motion passed unanimously.

- Motion: Sky Hedman moved to:
 - Delegate the modification of existing job descriptions and contracts to HR with the exception of the minister's contract or job description.
 - Require HR to make job descriptions and contracts accessible to the Board, and report changes to the Board in a timely manner.
 - The process for developing new positions or eliminating existing positions would be decided by the Board.

Murray seconded the motion. Motion passed unanimously.

Ad Hoc committee of HR is developing the new job description for Membership Coordinator. Committee consists of Kaitlin Davis, Lee Seaman, and Anastacia Lundholm.

HR: Discussion of midyear salary & benefit review will be tabled until October meeting.

Healthy Relations team report, Kaitlin Davis.

Kaitlin Davis updated the board. Planning committee has consulted with an advisor at UUA. The UUA advisor suggested a facilitator from Seattle to do a "Beloved Conversations" retreat entitled "A curriculum for exploring the role of race/ethnicity in individual and congregational lives." The proposed dates are Friday evening, January 18th and Saturday January 19th, 2019 at BUF. The initial weekend is designed to be followed by weekly meetings for the following 8 weeks, or every other week for 16 weeks. UUA recommends repeating the program. Kaitlin will bring a concrete proposal of costs to Board.

OpTeam Volunteer Positions

- Motion: Frank McDonald moved that the Board approve the proposed leaders for these councils: Kara Black seconded.
 - Community Within BUF: Kaitlin Davis
 - Community Beyond BUF: Jae HeidenreichMotion was approved unanimously.

Pastoral care: Joan Mackey and Stephanie Raynes will be joining the Pastoral Care team.

Kara Black asked "How best to share the new organizational chart?" Sky Hedman and Rory McLeod will work on creating a large presentation, Beth Nyblade and David Curley will create a skit and Kaitlin Davis will help presenting it on November 11th, 2018..

Fund Raising @ General Assembly: Beth Nyblade is following up on information from GA. She will write a proposal to present to the Board.

Kaitlin Davis reported that WTA is giving away their retired van pool vans. Discussion followed. Deadline to apply is November 2, 2018. Requires program plan and budget.

Chalice extinguished at 8:59 pm.

Administration and Facility Council

Report to BUF Board of Trustees 27 September 2018

Building and Grounds- Dale Cunningham, Leslie deBrock no committee structure, no meetings, tasks underway and significant accomplishments, several volunteers but not connected to planning

Design- Molly Monahan, Ginnie Baker Consulting effectively on individual projects, maintaining gallery very effectively

Info Technology- Mike Betz and Jed Reynolds Fully developed plan for year, regular meetings

Info Management -Sue Sayegh and webmaster (vacant)

- Church database- Breeze,
- Quickbooks updated to 2018,
- Directory data updated,
- Website in development
- Funds activity

Endowment- Gil Baker, meeting infrequently, contributions being made

Publicity- Open

Safety-Dale Cunningham.

- Safety Plan for Fire, Evacuate, Shelter in development
- RE Safety Plan,
- Background Reports
- Up to date on all compliance status, i.e. fire and alarm, sprinkler system, fire extinguishers, elevator, backflow, emergency signage

Memorial Garden- Lisa Moss Plan being developed for submission to Board, meeting regularly

Rentals- Kathy Wahto High demand, additional rental contracts, projected to exceed 2018-19 budget

Council has not met yet, though there is significant daily contact and weekly contact with all principals and Administrator attends Technology monthly meetings. Current plan is for Council to meet quarterly, starting in November.

Date: Sept. 27, 2018

To: BUF Board of Trustees

From: Barbara Ellis-Quinn (Carl Nyblade will be present at the BOT meeting to answer questions)

RE: Quarterly Report of the Work of the Human Resources Committee

I. Staff Transitions:

A. Change in Interim Co-Director DLL terms of employment:

Kevin and Genia had been working, on average, more than the 20 combined contracted hours per week after we hired them in late April. They proposed increasing Genia's hours from 8 hours per week up to a maximum of 18 hours per week. With Kevin's 12 hours per week, that would give them a combined total of a maximum of 30 hours per week (0.75 FTE of DLL position). New employment agreements were written to match these new terms of employment. These new agreements cover only through Dec. 31, 2018. Kevin does not wish to be part of the RE program after that date.

B. Hiring:

The HR Committee decided to do a formal interview for Genia Allen-Schmid after she made a proposal to

be hired as the temporary Director of Lifelong Learning in the spring of 2019 (Jan. through June). Genia provided a letter of application, a resume, and references. A sub-committee of HR interviewed Genia and

contacted her references. Her interview and references were more than we could expect of any excellent

prospective employee. Genia is full of enthusiasm and ideas for the position. We have not formally hired her for that position at this time. We will wait until late October or early November to see how both she and Kevin are doing in the interim Co-Director DLL positions and after both Paul and the RE Committee have had time to evaluate how the program is working this fall. If everything is going well, and Genia still wishes to do the job solo in 2019, then we will offer her an employment agreement through June 2019. The salary would be based on the congregational approved budget for one half year of the DLL position. Due to the addition of RE Assistants into the mix this year that might cost slightly more than what is allocated in the budget. However, the HR Committee feels that it is important to have this year of change

and transition in religious education be a very successful one and it would be worth spending a small fraction of the \$100,000 RE gift for salary. We project that this would not be more than \$5,000 and might

be less.

III. Coordination with the RE Committee and RE parents regarding RE Gift and future of RE program:

Since July Ann Lackland, Chair of the RE Committee, had been attending our HR meetings. This was due to

the fact that almost all of the HR Committee discussions were about the RE Program and its future. A highly involved parent, Mullane Harrington, also attended at least 2 of our meetings.

The HR Committee does not feel that it is our job or role to figure out the specifics of how the \$100,000 RE donation will be used and spent. Some of it could be used for salaries but most of us in HR and RE would prefer that this money not be used for RE staff compensation in future years. It seems to us that if

the congregation wishes to have a professional RE program with a full-time director and additional RE assistants, etc. that they should be willing to pledge at a level that will support that desire. Thus, a new RE

Gift/Visioning group is currently forming that will work on the best long-term strategies for using this large gift for the improvement of the RE program over the next few years.

The current composition of that group is the following: Ann Lackland, Genia Allen-Schmid, Roz Reynolds, Liam Reynolds, Livy Henry Lackland, Paul Beckel, Carl Nyblade, Beth Nyblade, Hilde Festerberg and Patricia Ashby.

Genia and Ann Lackland brought up the idea of the RE Committee should play a more active role in helping the DLL do their job. This has not been happening in recent years although it used to be an important role of the RE Committee in the days of Crystal's tenure as DLL. The RE Committee role will be that of a support for the DLL and to give the DLL feedback on how the program is working. This would not

supplant the formal evaluation process that the DLL's supervisor, Paul, would also be doing.

IV. Need for a Board Liaison:

For many years the HR Committee had a BOT representative who was part of the HR Committee. For the years that Carl Nyblade was on the board he played this role. Andrew Hovenden served in that position for a short time. Since Carl left the board we neglected to find another board member to begin to attend our meetings. When we had a BOT representative we believe that board was more aware of what was going on in the HR Committee. At a minimum the BOT representative would be aware of things that the HRC was doing and could bring that knowledge to relevant BOT discussions of various issues. Thus, we are

unanimous as a committee in believing that we need to reinstate this position. It will allow easier and timelier communication between the HRC and the BOT.

V. What is the BOT role in formulating a new contract for Paul? What are the next steps?

Since the original contract for Paul was written by the Search Committee and approved by the BOT and the congregation we do not believe that it should be the sole job of the HR Committee to come up with a

new revised contract for Paul. The UUA has proposed some new guidelines that should be formalized in the next 6 months to a year and these guidelines will greatly help in reformulating Paul's contract.

Next steps?

It seems like the board should form a sub-committee to work on a revision for the 2019-2020 fiscal year. That sub-committee could include one or two members of the HR Committee or it could just be board members, or people delegated by the board, which then do some coordination with the HR Committee to

ensure that the contract does not contradict our BUF Personnel Policy Manual. Paul's current contract has

some language that is not particularly compatible with the Personnel Policy Manual. When Barbara Ellis-Quinn had a meeting with an employment attorney, about 3-4 years ago, the lawyer said that the minister

should not be exempt from any of the policies that affect other employees, even if he/she is considered a contract worker instead of an employee. Thus, any new contract should be compared to the BUF Personnel Policy Manual as well as to the evolving UUA guidelines. It might also be a good idea to actually have that employment lawyer look at any new contract before it is formalized.

VI. *What should be the Boards' role in other staff hires & staff job descriptions/contracts?*

In the past the BOT has allowed the HR Committee and its hiring sub-committees to do the grunt work of hiring the Administrator, Music Director and DLLs. HR would conduct the searches and interviews and choose the best candidate who was then presented to the BOT for approval. The Administrator has usually been in charge of the hiring of the Bookkeeper and Building Stewards. The hiring of childcare workers has been the job of the DLL. The main work of the HR Committee over the past 5 years or so has been to write updated and accurate Job Descriptions (JDs) for the various paid positions at BUF. It has also been tasked with writing up Employment Agreements (EAs) for the Administrator, Music Director, DLL and Bookkeeper. These employment agreements are based on the salary and compensation levels set in the annual budget as approved by the congregation. Since the HR Committee is a BOT designated committee, in essence doing the work of the BOT of trustees for them, we have not usually waited for board input before revising job descriptions or employment agreements. It seems to HR that is the board wants to have input on every little change in JDs and EAs that it might as well take over the responsibilities of the HR Committee itself. Up until this point the main role of the BOT has been to read over and sign the newly created Employment Agreements for all employees at the beginning of each fiscal year or when a new employee was hired or their terms of employment were changed. The financial terms of all Employment Agreements must match what is in the budget. On occasion, Kathy, as Administrator, and Sue, as Treasurer, has noticed and pointed out possible discrepancies or errors in the salary/compensation part of any employment agreement. When that has happened the error has been quickly corrected.

VII. *Creation of a Membership (or Volunteer) Coordinator position at BUF*

The 2018-2019 budget has money in it for a new position titled "Membership Coordinator". While there is money in the budget there is no clear indications of what the exact role of this position should be. Paul has written up some ideas and the HR Committee and the Hospitality Committee have discussed these ideas over the past few months. However, the two committees have not come to a consensus about this potential position. We feel that the HR Committee's role at BUF is to implement hiring policies that are already in place not to invent new positions. So we believe that there needs to be a BOT sub-committee that decides what the job responsibilities of this new position will be. Then HR can get involved to write up a final JD and determine what sort of process needs to be followed to hire this person. Do we only want to hire a BUF member? Someone who knows the congregation and its members? Or do we want to advertise outside of BUF for a person with the requisite skills but little knowledge of BUF and its culture? These are questions that we don't feel the HR Committee alone is qualified to decide.

VIII. *What is needed of the Board re mid-year UUA salary recommendation reviews?*

Is this question from the BOT meant to address evaluating BUF employee salary and compensation in the

middle of the year with an eye for possible changes mid-year? Or is this question more about the work that Paul does each spring to figure out where we should be headed with salaries in the next fiscal year? This is done before the pledge drive each spring so that there is some idea of what the fundraising goal of

the pledge drive will need to be.

We have talked about reviewing and adjusting employee's compensation midyear for the past several years but that has not happened to date.

I will address the second scenario of a mid to end of year review comparing salaries to UUA Guidelines.

This is something that Paul works on each year and then the HR Committee discusses the spreadsheet that he has produced. Our goal over the past 5 years or so has been to get each employee up to the UUA salary recommendations for their skill and experience level. We are closing in on that goal this current year and hope to be more fully there in the 2019-2020 fiscal year. I am not sure what the BOT can do in this regard besides look at Paul's projections, or produce their own, when looking ahead to the next year.