

10/17/13 Board Meeting

In attendance: Bert Olson, Jim Beebe, Lorraine Olson, Dave Kiebert, Irving Yabroff, Rev. Lisa Wiggins via Skype

Jim B. Called the meeting to order at 7:07

Vote to appoint Ann Campbell as Interim Treasurer, vote unanimous (term until the next business meeting)

Check-in

September minutes approved.

Review of policies: Jim B. will finish his 2 policies, Lorraine will contact committees with Board recommendations

New Business: Personnel committee report (see attached)
Lorraine Olson reported on Choir director position and will send UUMN recommendations to Personnel and Finance committees

Quilt for Jim and Ginni Stahl: financing of most costs came from Minister's Discretionary Fund. Quilter is doing the work for free but Bonnie would like to provide some money for her. Board members contributed.

Date for Holiday Boutique is Dec. 8 and 15

Rev. Lisa perceives that this is a significant year, with growth in Lifespan Learning already taking place.

Next meeting November 21

Meeting adjourned at 7:57

Appendix:

UUFLG Personnel Committee Report to Board
October 17, 2013

The Personnel Committee has reviewed the staff positions with the end goal of improving / expanding the staff positions to meet current needs. A significant goal of the staff review was to stay within the current year budget for staff.

There is no board action required as a result of these changes as they are within the current mandates of the Fellowship and the changes do not have a negative impact on the current year budget.

Office Manager

The position of Office Administrator is being eliminated. A new position of Office Manager has been developed (job description attached). Significant changes:

- Fixed office hours – four hours per day for three days a week for 12 hours. Current Admin is paid for 18 hours but with no fixed office hours.
- Compensation – part time position with no benefits. The compensation will be structured on the same basis as the current Admin position but with fewer hours.

Action: Jim Beebe (President) and Bert Olson (Personnel) to meet with Sharon Potts on October 18 and advise her that the Admin position is being eliminated. She will be given 30 days notice. She is free to bid on the new position when advertised.

Lifespan Learning Program:

Fa Jun has tendered his resignation as LLD. The Life Time Learning Committee has restructured various positions to meet current needs.

- Denis Paul will be hired as Curriculum Coordinator.
- Laura Leong will be elevated to Lead Teacher – add two hours per week
- Laura Woods will move from Nursery to assist in the elementary class
- Mark will lead the Junior High group
- A new Nursery teacher will be hired.

Paid Volunteer Coordinator Position

The Personnel Committee has approved the paid Volunteer Coordinator position and funding is available within budget. Details of the job description need to be submitted by the Membership Committee, which currently handles the major volunteer positions in the Fellowship.

Budget considerations:

Savings

Savings in Admin budget after Nov 15.	\$2,100
Available LLD funds after Nov 9	\$9,234
<u>Operational Reserves available</u>	<u>\$2,063</u>
Total Budget available	\$13,397

New Costs

Denis Paul: Start Nov. 1 =	\$6,240
Laura Leong: Add 2 hours/week *34 weeks * \$20/hr. =	\$1,360
Nursery Teacher: 34 weeks * 2 hrs/wk * \$20/hr =	\$1,360
Total LL Additions:	\$8,960
<u>Paid Volunteer Coordinator – potential</u>	<u>\$4,000</u>

Total Personnel additions:

\$12,960