

## Minutes from the Board of Directors Meeting

September 27, 2011

**Present:** Tom Ott (Chair), Linda O’Gwynn, Betsy Gabriel, Walt Ceglowski, Mark Bernstein, Leni Windle

**Non-Board members present:** Kent Matthias, Scott Murray (Building and Grounds chair)

**Absent:** Norm Matlock, Mary Lee, Andrea Parry

**Minutes from August meeting:** Motion to accept by Betsy Gabriel, seconded by Mark Bernstein.  
Minutes approved.

### **Treasures report:**

Lee Meinicke was unable to attend. She sent the following report to Tom Ott:

“Financially, we ended August fine and with donations generally up in September, as people return from vacations, we will be fine this month as well. Timing of member loan program and need to refinance the Sullivan renovations is cutting it close but it looks like it will work out OK as well. A further report will be done when first quarter financials are obtained.”

### **Report from Building and Grounds:**

Scott Murray reported on a number of pressing issues that must be addressed:

- Three trees must be removed. One is dead. Two are leaning toward the Austin Youth Lodge. Scott has obtained three estimates for the removal....
- The lead paint in the hallway leading to the Sullivan Chapel is chipping and needs to be removed and the hallway repaired.

Scott noted that the recent storms and general wet weather have worsened already present problems.

The bridge is out of order.

There is a sink hole in the parking lot.

We have an obligation to clear the culvert under Lincoln Drive.

A hole exists in the stairway between the Narthex and the Bristol Room.

A large rug that is both wet and mildewed

There are many areas of mold and mildew in many rooms in the building.

Roof repairs are on-going.

Scott has checked with Gary Bromburg regarding whether to file an insurance claim to pay for these repairs. According to Scott, Gary has advised against this because of the \$5000 deductible and the premium increase that would result.

The money (\$4,500) for the tree and paint removal has been authorized by Sarah West and the Finance Committee. This money is coming out of the budgeted allowance for Buildings and Grounds. Scott has requested that the monies used for these emergencies be returned to the Building and Grounds budget.

Scott will prioritize the rest of the work required and will obtain estimates on the top two or three.

Returning the \$4500 to the Buildings are Grounds budget as well as how to proceed with Scott's other priorities will be discussed at the next board meeting.

### **Personnel:**

Betsy Gabriel provided information on the salary midpoints recommended by the Fair Compensation Program and how they compare to the salaries received by our staff. Midpoints are given based on fulltime employment. Ranges have not been changed in several years. They will be assessed again this year. Recommendations regarding salaries come from the Personnel committee except for Kent. Kent noted that Betsy has been extremely helpful in this process.

Currently Gloria Smith's position is "Office Administrator." The Board passed a resolution last year to bring Gloria to the position of "Congregational Administrator"- with a commensurate pay increase- within three years. Kent has asked Gloria to update her current job description so that we can determine her current classification.

Determining Position and Range: A person who is hired should generally be at midpoint in 3 to 5 years. A very well qualified candidate maybe might start at a higher rate because of skills and/or experience. Part time people are often given a little more because they are harder to secure. Performance is also taken into account.

### **Kent's Goals: From Personnel Committee**

Board had previously determined that Kent's performance review should be based on the goals developed by Kent and the Board. The committee conducted a study regarding the differences between how a minister is evaluated compared to other employees. This is in large part because there are so many factors that affect how anything is accomplished. Although, according o Kent, " the buck stops" with Kent, our responsibility to Kent is to help Kent do what he needs to do. Betsy's goal is to help the leadership of the congregation accept the concept of sharing the responsibility for the success of the congregation with the Minister-rather than applying the traditional concept of setting goals and

evaluating him/her on the basis of those goals. Next step is to go to the committees to determine how the goals can be measured and evaluated.

Once a quarter (approximately) Kent will give an update of what he is doing and what he needs help with. There was no minister's report for September, however.

The concern was raised regarding how the goals of the various committees, Kent, and the Board of Directors will fit with each other. Goals should be in harmony with each other.

Goals might all be based on the question of how well is this church doing what it says it wants to be doing. What is going well? What are the problems? Each ministry should then look at how to solve the problems. According to Betsy, this is the best way to run an organization that is run by so many volunteers.

The goals for Kent for this year have not been as well-developed as the committee would like. These goals will be used this year and the committee will work with Kent and the Ministries to develop them.

#### **Minister's Report:**

The Minister's Report will follow separately.

#### **Board Procedures:**

Board Procedures were discussed one at a time. The following procedures were adopted:

**I.** A quorum shall consist of 2/3 of the Board of trustees physically present at a meeting.

- No votes shall be taken in the absence of a quorum
- No votes shall be taken by e-mail
- No "absentee votes" shall be permitted

**II.** No authorization to expend church funds shall be approved without a designation of the source of the funds to be expended in the motion.

**III.** With the exception of exceptional matters, no matter shall be voted upon which has not been circulated to all members of the board of trustees at least one week prior to the meeting

- A vote of 2/3 of the members present shall be required to designate a matter as an exceptional matter.

**IV.** The expenditures of the church as reflected on the financial spreadsheet and the checkbook balance shall be circulated to all members of the Board at least one week prior to the regular board meeting of September, December, March, and June.

V. The expenditures and balances of the Consolidated Investment Fund shall be circulated to all members of the Board at least one week prior to the regular board meeting of September, December, March, and June.

VI. Every meeting shall begin with review of the Minister's Report, The treasurers Report, the CIF treasurers report, and the report of all operating Councils.

▪ Any report sent to all board members in writing at least five days prior the board meeting may be received without discussion by consent.

VII The agenda for every Meeting shall have an item for "old business" not resolved at a prior meeting and an item for "new business" at which any board member may propose any item for discussion.

The following proposal was discussed but no vote was taken.

VIII. The Executive committee consisting of the President, Vice-President and Secretary of the Board shall have the authority to make emergency decisions between board meetings. All such decisions shall be temporary unless approved at the next board meeting.

**New Business:**

What constitutes an emergency will be discussed at the next meeting.

The meeting was adjourned.

Respectfully submitted,

Leni Windle

Secretary