

## Unitarian Society of Germantown

### (Corrected) Minutes of the Board of Trustees' Meeting, May 24, 2016

Members present: Tom Ott, Craig Miller, Linda Brunn, Margaret Kinnevy, Bob Williford, Susan Smith, Bill Morrow, Scott Wolkenberg, and Ann Schoonmaker.

Others present: Rev. Kent Matthies, Gloria Guldager Smith, incoming board member Eva Finney, and Susan Bockius.

The minutes of the meeting of April 26, 2016, were approved unanimously after substituting the words "vision, policy, and oversight" for "each of the three strategic initiatives" as a basis for planning. (Attached.)

#### Personnel Policy (Attached.)

Linda Brunn moved that the board approve the revised personnel policy proposed by the Governance and Ministry Task Force, dated March 16, 2016. It was seconded and passed unanimously.

#### MET Report

No discussion.

#### Proposed Plan for Guide for Future Donors of Stained Glass Materials (Attached.)

Susan Bockius presented recommendations to guide future subject matter that would more closely represent the principles of our Unitarian Universalist heritage in stained glass materials. Discussion did not result in action at this meeting but will be continued. The attached written proposal from Susan was forwarded after the meeting.

#### Board Task Forces for Visioning, Oversight, and Policy

Margaret Kinnevy distributed hard copies of a rough draft of a plan with the intention of sharing an edited copy before the next board meeting.

Meeting adjourned at 9:50 pm.

Ann Schoonmaker, Secretary

## **Personnel Policy:**

***Proposed by the Governance & Ministry Task Force***

***3/16/2016***

### **General requirements**

- There shall be job descriptions for all employees of USG.
- All employees of USG shall receive regular performance evaluations, preferably annually or more frequently.
- There shall be a personnel handbook or manual made available to all employees.
- Professional employees customarily will have employment contracts.

### **Authority for employment contracts**

The responsibilities for preparing and approving employment contracts will be as follows:

1. For the head Minister: The Board shall have responsibility for preparing and approving/signing the contract with the head Minister.
2. For other professional employees (e.g. Assistant Minister, Director of Religious Education, Music Director, Church Administrator):
  - The Board and the Ministry Executive Team (MET) shall each appoint two members to an ad hoc task force to discuss the contract, any anticipated issues, and how they would propose to handle such issues.
  - The appointed members shall obtain input from the Board and Ministry Executive Team, respectively, and bring their comments back to the ad hoc contract task force.
  - The MET shall prepare a draft contract based on these discussions and in accordance with any applicable USG policies. The MET may, if they choose, consult the Personnel Committee, Church Counsel or others for input at this juncture.
  - The MET shall present the draft contract to the Board with a request that the Board advise if there are any objections to the content of the contract. The intention is that the Board advise the MET of any significant objections, but that the Board not wordsmith the language of the contract.
  - The MET shall also present the draft contract to Church Counsel and the Personnel Committee with a request to advise the MET of any significant objections within a reasonable stated time period.
  - In the absence of any significant objections from the Board, the Personnel Committee, or Church Counsel, the MET may finalize and sign the contract on behalf of USG.
  - In the event of differences that cannot be reconciled, the Board would exercise its oversight responsibility and make the decision.
3. For non-professional employees: The Ministry Executive Team shall prepare and sign employment contracts on behalf of USG.

### **Requirements for employment contracts**

Employment contracts shall include the following provisions:

- The term "contract" refers to contracts, letters of agreement, and employment agreements.
- Every employee is covered by the employee handbook/personnel manual as well as the employee's contract.
- In the case of a conflict between the contract and the employee manual, the contract governs.

## STAINED GLASS PLAN FOR FUTURE COMMISSIONS AT USG

The goal is to use remaining stained glass opportunities to portray a Unitarian Universalist faith model within a Church complex overwhelmingly and traditionally Christian in its imagery and symbolism.

Request the Board's concurrence in principle for Susan Bockius to recruit and chair a committee to accomplish the following:

- Develop a plan of suggested topics and ways to illustrate them
- Develop stylistic recommendations
- Review topics and approach with the congregation and solicit congregational views and suggestions.
- Develop notional costs for stained glass in each location
- Review the proposed plan with Board
- If approved by the Board, the Committee would present the plan for congregational approval at the next annual meeting.

The plan would function as the community-approved guideline for donors interested in creating a stained glass memorial. The topics and stylistic approaches would guide donor decisions until window openings were completed.