

## Standing Committee agenda August 21, 2019

1. Opening words: James read a nice story about getting perspective on the work one is/we are doing so that one/we can take a sensible, manageable approach to the tasks in front of us. And it's nice to share lemonade when you're done. (from....?)

2. Check-in: Attended: Rev. Heather Janules, Phyllis Preston, James Piddacks (co-chair), Judy Murray, Sue Kiewra (co-treasurers), Fritzie Nace, Patty Cameron, Mike Hyde, Terry Currier.  
Introduced new Admin: Thomas Slack

Absent: Betsy Bowles, Mary McIntosh, Sheila Puffer, Patrick Draine

Minutes taken by Fritzie Nace in Mary McIntosh's absence. Action items in red.

### 3. Consent agenda:

a. Standing Committee minutes of June meeting – **need amended version correcting liason committees to NOT include CoSM. Tabled vote**

b. Executive Committee minutes, NA

c. Staff reports – See Heather's report. **Requires discussion on date (9/22) for Standing Committee to be commissioned during worship service.** James and Judy will not be available. Sue K may also not be available. Need to find another date. Motion passed to accept Heather's summer report.

d. Committee reports - NA

e. Treasurers' report – Judy sent out Treasurer's report. Move to accept report. Discussion: SC members agreed to send in delinquent pledge monies! 😊

- \$8195 more than expected from fundraiser. We have a fundraiser reserves account. Or could use for deficit. We need to discuss this option.
- Building budget went \$10,000+ over. Stabilization fund is about \$10,000 up. We could use.
- Budgeted almost \$29k from reserves....?
- Pledges are not all in. Treasurer's requesting SC help to call folks to ask for pledges. Assignments given by Judy.
- **Need to discuss these options at next meeting.**

Voted to accept report.

4. Possible capital campaign projects – chart from Kathy (June meeting): Have people looked at it? Please review and choose Top 10 by Retreat and we will discuss which seem highest priority. Sue suggested polling congregation. James suggested SC narrow to 10 then can ask congregation for Top 5. Will need to select task force to run the Capital Campaign. Heather suggests we invite congregants add items to list. Do this before survey to pick top 5. James asks that SC choose our Top 10 before asking congregational input. **James will send the list out again with the request to choose.** Have included previous "cottage meeting" input, but that was under auspices of a hypothetical capital campaign. Mike Hyde reports that past CC was run by SC. Reports that advice has been received from architectural firm that designed this church.

5. Use and usability of Google Docs: Things that make you go Hmmm.... Is helpful to have a simplified way to get consensus on line. Tyson Kamikawa and Ryan Levering are invited to Retreat to help us learn Google Docs and the structure and security protocol. Sue K. suggests that we have a protocol to remove SC members from Docs when they roll off. Hope is to have documents connected to the WUS SC email list so that folks are automatically removed when they roll off the committee. List of systems that WUS has is very extensive and old/out-dated. It depends on the system as to whether or not you can have more than one ID and password so we don't lose the info, but can transition who has access.

6. Sabbatical proposal submitted in June- Discussion: Betsy Bowles plans to work with Rev. Heather on working out the details of how the sabbatical will work and be covered. Rev. Heather now prefers Option 2 – take some summer time 2020, then take December – March, 2021, because she has the opportunity to travel to India. Patty Cameron sought out info from UUA re: sabbatical time. Terms should be spelled out in letter of agreement. Sue K. reports that our LoA with Rev. Heather does say she is eligible after 4 years but before 7 years. It was written in line w/UUA guidelines at time of Search and Call. More discussion as Betsy and Heather hammer out details. CoSM will be consulted. Congregation will be involved, perhaps as a task force including CoSM +, to do planning.

7. Setting date/plan for fundraiser (Auction? Or another plan) Need to discuss at Retreat because there are many issues in terms of time involved and donated goods. Always asking for money from the same population. What other options do we have? Town Day brought another population. Can we think in those terms? Need more outward focus. Fritzie suggested "Great WUS Bake-Off" with cookbook at the end. Mini rummage at Town Day annually? Can we leverage the concert series? **PLEASE BRAINSTORM and bring ideas to retreat.**

8. June meeting – old and new Committee Liasons – June 12? James has created a list of just By-Law committees. **Fritzie will send to James the list of all committees.**

9. Changes in Office staff roles and responsibilities: Review Thomas's roles and salary/pay. Heather presented proposal to have Thomas work 35 hours as Admin and 5 hours/week as F8th in Action leader. Rebecca K-M interviewed Thomas and they both agreed that this would be a good fit. UUA Church Personnel consultant (Jane Gartner) gave advice on how to manage this personnel-wise. Discussion followed: Judy – looked at hours (96) carved out of admin total, usually 2080 for the year. Hourly rate for F8th in Action is \$20/hr. Salary at blended rate ends up being \$47,704.62. He was offered \$48,000 for both. He will work 40 hours/week until F8th in Action starts at end of summer. This is helpful for summer coverage when Jenny is away in Malaysia. If there is a change in enrollment for F8th, then default is to Admin work. Any change in RE programming would require discussion/evaluation of Thomas' involvement. Schedule likely that Thomas would work ½ day Friday then meet w/ Rebecca for planning/supervision, then work Sunday evening. We recognize that this is "experimental" and may change. Just to be explicit, he actively expressed interest.

Reviewed proposal for 4 alternatives for Jenny's job description. Jenny has expressed interest in learning new things. Alison trained Jenny to do some of the financial tasks. Plan was for Jenny to continue her work and some of the financial tasks – Jenny was happy with this. Would like some more hours with limits based on childcare (now 20/week up to 24/week). Brings her to edge of needing benefits. This has a significant financial impact. Some concern that increasing to 24 hours

looks like we are trying to keep her just under benefits threshold. Options presented by Treasurers (SK) show proposals that include benefits where her hours are increased to 24. Caution: Some of our current \$25k deficit(?) is due to non-repeatable savings b/c Alison left early, Jenny gone an additional month and one-time added rental income. We will not be in this position again.

Jenny returns to work 8/29. Treasurers would like to have clarity on her work hours and pay by then. Discussion by SC, which of the proposed options should we go with: increasing hourly pay? increasing hours ? Both? Increasing her hours puts her very close to needing to benefits (there may not be hours if Thomas is not taking F8th in Action or conversely, if Thomas does do F8th, how do tasks get divvied up between Jenny and Thomas to make sure all tasks are getting done)?

Mike H made motion to accept Option 2 to raise her hourly rate to \$21. Patty asked how this has compared to other staff pay raises. Heather reminds that Jenny is now trained to do new tasks and has been thread through now 4 Admins. Motion seconded and passed to raise her pay.

Motion made to hire Thomas for F8th in Action as well as Admin for 35 hours. Patty asks that we set an expectation for # enrolled in order to have Thomas run it.

Motion to hire Thomas Slack for F8th in Action teacher assuming there is sufficient enrollment to run a class. Motion seconded. Voted YES!

Discussion to decide that **Treasurers will inform Jenny of her pay raise.**

10. WUSGY trip announcement / approval of plan: Phyllis reporting on process for SC reviewing and approving the service trip for the year. The youth advisors would like to be able to announce the trip at the opening WUSYG picnic. Wondered if we can bless it in time, but they have not completed the written proposal with specifics like dates, estimate of attendees, chaperones, budget estimates (what each kid is expected to pay, church contribution, etc.) We will tell Sam and Haley that they will need to submit the proposal in full to gain SC approval. Deadline for submission is written in the policy. They can say what they are hoping to do, but not approved. History of the policy for this process was discussed, largely for Thomas' benefit (administrator). Suggestion that Thomas can be the manager of where the Proposals live (ie like old-fashioned filing!) so that we have documentation history for WUSYG service trips going forward.

**We need to figure out email for Thomas to receive SC minutes and office list-serve (ask Heather...)**

10. Upcoming dates

- a. **Retreat – September 28, 2019**
- b. **Next SC meeting – September 18, 2019**

11. Gratitudes: Betsy Bowles will write~

- Chuck and Julie Khuen for landscaping/ hardscaping work
- Judy and Sue for lots of extra Treasurer work
- Search committee for Admin (Thomas) – Kristine Kamikawa & Chuck Khuen
- Margaret Lowry – for all the gardening she's done again this year (basically all of it).