

Minutes of Board Meeting on December 14, 2006

Harry Campbell President Presiding.

Those present were:

Board members: Harry Campbell, Irving Yabroff, Lynn O'Keefe, Sabine Omvik, and Lou Yabroff.

Minister: Rev. Colbert

Meeting called to order at 6:40PM.

The form documenting Carolyn's request for an increase in her housing allowance was signed by the acting Secretary, Irving, and the following motion was approved:

Resolved that the minister's housing allowance for 2007, estimated by her to be \$1,695 per month, be accepted for the duration of her contract.

The minutes of the October and November meetings were approved.

The Board members present gave a brief check-in, describing current happenings in their committees of interest to the Board.

Minister's Report - The 3 page report was distributed by Carolyn and was discussed briefly. Several problems were presented for consideration as well as activities planned for the coming months.

Employee Contracts/Agreements – Carolyn requested that contracts be prepared for the non-professional staff. Harry pointed out that the current bylaws specify that non-professional staff are not under contract. The paragraph of concern is:

The standing committees will hire, supervise, and train paid staff not covered by contractual agreement and will, subject to the approval of the Board of Trustees, set their salaries. Paid staff will be evaluated each March by the appropriate standing committees.

In recognition of the importance of having the employees' terms of employment in written form, it was agreed that non-professional paid staff hired by committees will have a signed agreement describing the terms of their employment and their job description. This agreement will not be considered a contract in order to satisfy the current bylaws. A change in bylaws will be considered at a later date.

Canvass Planning – Carolyn is forming a team to plan and implement the 2007 Canvass. An initial organizing session will be held on January 4.

Annual Membership Meeting date – A motion to set the date of the Annual Membership Meeting to April 29, 2007 was made and passed.

Endowment Committee funds – The Endowment Committee has received two requests for Endowment income funds available for distribution: \$150 to the Music Committee for membership in the UU Musician’s Network and the remainder available, \$421.39, to the Building and Grounds Committee for enhancements to the sound system. A motion was made and passed to accept the Endowment Committee’s allocation.

Staff needed by the Lifespan Education Committee – Sabine requested additional funds to increase Nina’s hours to 10 hours a week for the last six months of this fiscal year in order to perform the functions of the RE Coordinator, a non-professional position, and to add a second teacher. After discussion, it was moved and passed that \$3,000 be added to the Lifespan Education budget for these purposes.

Volunteer time by Employees – During discussion of the RE Coordinator, Harry pointed out that the Calif. State labor laws require that employees paid on an hourly basis must be paid for all hours worked. Those paid on a salary basis are exempt from that ruling.

Meeting adjourned at 7:50PM.

Respectfully submitted by Irving Yabroff, acting Secretary