

**UUPCC Board Meeting  
Thursday, June 20, 2013  
Louisville Marriott Hotel  
Minutes**

**Members Present:** Roger Bertschausen, Kelly Crocker, Ann Gary, Bruce Johnson, Beverly Moore, Scott Prinster, Diane Rollert, Gary Smith, Dick Van Duizend, Executive Director Cathy Cordes

**Members Absent:** George Davenport, Cathy Perry, deForest Ralph

**Also Present:** Margot Fleischman

A meeting of the UUPCC Board was held at GA on June 20, 2013. Chair Smith called the meeting to order at 8:35 am.

**Voted: To approve the minutes of the May 2013 meeting.**

**Treasurer's Report**

In Davenport's absence, Cordes reported that she has the balance sheet through the end of May, which shows that our balances are high, but we have also sent a substantial sum to Transylvania for the Travel program. It has been a very busy travel season. Institutional Memberships are coming in early, and we are in the black!

**Remote Access**

Chair Smith explained that the idea of having remote access for members during our Annual Meeting had been raised, but we have not yet made substantial progress on doing this. A small group, perhaps including Ann Gary and former Board member Rodger Matlage could be charged with creating a proposal for remote access. The UU Ministers' Association did a good job with this. However, they may have spent more on this effort than we would be able to budget. The first necessary requirement is for internet access at the venue, which might require us to change where we hold the meeting. **Gary volunteered to begin exploring this, and Bertschausen volunteered to find out what the UUMA does.**

**Membership Committee**

Chair Smith reminded the Board that at the Winter Board meeting, the Board had created a new committee to lift up the importance of individual membership. **Rollert, Johnson and Moore volunteered to take part in this effort.**

At the chair's request, Board members expressed their ideas about the task of the committee including brainstorming marketing ideas, developing new ways of encouraging people to join, and expressing the benefits to membership. We have begun targeting travelers to renew their memberships. **Chair Smith charged this committee to report back on progress in September.**

**Personnel Policies**

The Board reviewed the draft policies very thoroughly at the Winter Board Meeting and noted a few minor typos. There will be budget implications to this policy relative to

payment for health insurance for full-time employees. These policies (attached) are designed to allow the organization to move forward at the time when there is a change in staffing.

Van Duizend moved, and Rollert seconded.

**Voted: That the proposed Personnel Policies are adopted.**

### **Partnership in Africa**

Rollert reported that she had hosted Fulgence Ndagijimana last month and wished to share some of his perspective on partnership. He has developed a lot of his ideas after conversations with the Transylvanian leadership and had concerns about the limitations of the traditional one-on-one partnership relationships as applied to Africa, where the communities are very new. The economic disparities and tendency of the American partner to want to help can become challenging, as can be the dependency on one person to sustain the partnership. In part, this is the impetus for creating the Coalition of Francophone African Congregations, which can help manage the expectations and needs for financial support.

Board members commented as follows: The group pooling of financial resources should be very effective, but congregation-to-congregation partnerships are still central to developing relationships. Separating the money could strengthen the potential for personal connections. The Chalice Lighter's program is similar to this idea, and the Board could think about how our own model of partnership can be flexible and adapt to meet the need for new modes of partnership. The Community Capacity Building program could be useful to congregations at the beginning of partnerships, in order to expose congregations to the Economic Fairness and Awareness guidelines and the effects of economic disparity on partnerships. Cordes will send a copy of the letter that was sent to all the congregations that were sent to congregations in partnership in Kenya, which clarified the expectations in terms of partnership, and how we were defining it. It did not go to the Coalition partners, because UUPCC has not been a part of that process.

### **Board Membership**

Cordes reported that deForest Ralph is doing well but has some deficiencies following a stroke. This would have been his last meeting. The Board has organized a gift and card for him, but those members who are close to him might also want to send a personal greeting.

For the new board members, it might be very helpful to partner an existing member with each of the two new Board members. **Bertschausen volunteered to contact Jennifer Emrich and Gary will contact Eileen Higgins.** Bertschausen noted that he will be in London on a sabbatical, so he may have some difficulties calling in, but will explore using Skype.

Smith thanked Prinster for his participation on the Board.

### **2014 Winter Board Meeting**

The meeting will be in Bedford in January with a one-day regional UUPCC conference on Saturday. The region is large so we should have a big draw.

**Future meeting dates:**

**No meeting in July**

**August 9**

**September 13**

**October 11**

**November 15**

**Winter Board Meeting in Bedford, MA, Jan. 15-18 2014**

Meeting adjourned 9:53 am.

Submitted by Beverly D. Moore, Secretary

Approved by the Board 8/9/2013

Attachment

**POLICIES REGARDING EMPLOYEES OF  
THE UNITARIAN UNIVERSALIST PARTNER CHURCH COUNCIL**

1. The Unitarian Universalist Partner Church Council (UUPCC) is an equal opportunity employer that treats all employees in accord with the relevant federal and state laws.
2. Employee Compensation
  - A. Full-time Employees
    - a. Compensation levels for full-time UUPCC employees will be set by the UUPCC Board of Directors (the Board).
    - b. The annual rate of compensation for full-time employees will be based on the compensation rate paid by similar non-profit organizations in the metropolitan area in which the UUPCC employee resides for staff with comparable responsibilities.
    - c. The Board will annually review the compensation of each full-time UUPCC employee, taking into account the employee's performance, any change(s) in responsibilities, any change in the cost of living in the metropolitan area in which the employee resides, and the financial resources of the UUPCC.
  - B. Part-time Employees
    1. Compensation levels for part-time UUPCC employees will be set annually by the full-time UUPCC Executive Director consistent with the budget approved by the Board. If there is not a full-time UUPCC Executive Director, the compensation level of part-time UUPCC employees will be determined annually by the UUPCC Board.
    2. The annual rate of compensation for part-time employees will be based on the compensation rate paid by similar non-profit organizations in the metropolitan area in which the UUPCC employee resides for staff with comparable responsibilities.

3. The Executive Director will annually review the compensation of each part-time UUPCC employee, taking into account the employee's performance, any change(s) in responsibilities, any change in the cost of living in the metropolitan area in which the employee resides, and the financial resources of the UUPCC.

### 3. Employee Benefits

#### A. Full-time Employees:

1. Full-time employee will receive:
  - a. The employer portion of Social Security;
  - b. Sixty-seven percent (67%) of the cost of a health insurance policy;
  - c. Sixty-seven percent (67%) of the cost of long-term disability insurance;
  - d. Up to 120 hours of All Purpose Leave per year to be accumulated by the employee at 5 hours per pay period. All purpose leave may be accumulated up to a total of 360 hours.
  - e. The equivalent of ten percent (10%) of salary as retirement benefits under the Unitarian Universalist Association retirement plan.
  - f. Up to 12 weeks of unpaid Family Medical Leave Act (FMLA) leave to care for a child after a birth or placement with the employee for adoption or foster care; to care for the employee's spouse, child, parent, or person for whom the employee is the primary caregiver or guardian who has a serious health condition; or when a serious health condition makes the employee unable to perform the functions of his or her job. When the leave is requested because of a serious health condition, the employee will provide the Personnel Committee with a certification of that condition from a licensed health care provider.
  - g. Unpaid leave when required to report for military duty.
  - h. Paid leave for the duration of jury duty.
  - i. Up to three days of bereavement leave.
2. In addition, the Board may approve a paid sabbatical of up to three (3) months for full-time employees after each seven (7) years of service.

#### B. Part-time Employees

1. The employer portion of Social Security;
2. All Purpose Leave based on the percentage of full-time worked (for part-time employees working at least three-quarter time only);
3. Fifty percent (50%) of the cost of health insurance (for part-time employees working at least three-quarter time only).

4. Family Medical Leave Act (FMLA) leave for a period equivalent to 12 weeks multiplied by the percentage of full-time worked to care for a child after a birth or placement with the employee for adoption or foster care; to care for the employee's spouse, child, parent, or person for whom the employee is the primary caregiver or guardian who has a serious health condition; or when a serious health condition makes the employee unable to perform the functions of his or her job. When the leave is requested because of a serious health condition, the employee will provide the Executive Director with a certification of that condition from a licensed health care provider.
5. Unpaid leave when required to report for military duty.
6. Paid leave for the hours that would have been worked during jury duty.
7. Bereavement leave for an equivalent of up to 3 days multiplied by the percentage of full-time worked.

#### 4. Recruitment

- A. The Board will be responsible for recruiting and selecting the Executive Director.
- B. The Executive Director will be responsible for recruiting and selecting all other full-time and part-time employees and promptly notifying the Board of all such new hires.

#### 5. Performance Evaluation

- A. Each UUPCC employee will submit a set of annual performance objectives by March 15 of each year.
- B. The Personnel Committee of the Board will annually evaluate the performance of the Executive Director based on the performance objectives prior to the Board's annual winter meeting.
- C. The Executive Director will annually evaluate the performance of all other UUPCC employees and report the results to the Personnel Committee of the Board.

#### 6. Termination

Employment by the UUPCC is "at will." Either an employee or the UUPCC may terminate employment at any time and for any reason not prohibited by law. When possible and appropriate, at least two weeks notice of termination will be given.