

Administration Board Meeting

Date: June 7, 2010
 Convener: Nancy Hindman, Chair
 Recorder: Debra Catron
 Members Present: Gail Wolford, Nancy Hindman, Clerk-Debra Catron
 Guests Present: Rev. Kent, Betty Hibler

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>	<u>Follow-up Date</u>
<u>Intern</u>	Betty Hibler was present to inform Admin board of a prospective intern from Lexington Theological Seminary -Steve Sherman. Admin board made a recommendation that Union Church hire Steve Sherman to start Sept. 1 and end May 21, 2011 at the rate of \$1100 per month. This recommendation will be voted on at a special Church Council meeting to be held on Sun., June 13. Funding for the position will be determined at the Church Council meeting. Kent will find Mark Pettis's job description. The Admin. Board will be responsible for getting the internship contract signed and giving pertinent payroll information to Tom Manning-Beavin and/or Candy.	-Email recommendation to Betty Hibler. -Locate intern position description.	Debra Catron Rev. Kent	
<u>Additional Staffing</u>	There is a committee currently looking at staffing needs. They will make recommendations to Church Council (hopefully by next month). An internship may be part of the permanent plan.	-Determine staffing needs.	Betty Hibler, Nancy Hindman, Michelle Tooley	
<u>Women's Industrial Director</u>	Rev. Kent has resignation from Loretta Mountjoy. Her last day as director is June 15. Hope Hounshell will be the interim director until a replacement is found. The position is part-time at a rate of \$6000 per year. A background check has to be done for Hope. Also need to send a letter of appointment to Hope with instructions. Kent or Nancy can sign the letter.	-Inform Joan that background check is needed for Hope. -Prepare a letter of appointment for Hope (send copy to Betty Hibler). -Send a letter of thanks to Loretta.	Debra Catron Gail Wolford Gail Wolford	
<u>Bell Choir Director</u>	Need a letter of permanent appointment for Shirley Carlberg, director of the Bell Choir	-Send permanent appointment letter to Shirley.	Gail Wolford	
<u>Organist</u>	John Courter has requested to resign from position of Union Church organist. The Admin Board is reluctant to agree to this. Board recommends that John be named as the Organist Emeritus of Union	-Inform Church Council Chair, Betty Hibler of recommendation to make John Courter Organist Emeritus.	Nancy Hindman	

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	Church (this will end his employment).			
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Next meeting is Tuesday, July 13 at 6:30 pm