

Administration Board Meeting

Date: March 9, 2015
 Members Present: Eric Dodson, Marty Hensley, Lauri McVicker, Krystin Porter

(Recorder: Lauri McVicker)

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>
General	General Updates: Eric Dodson remains chair for coming year. Stephanie Woodie resigned from board. Marty Hensley and Krystin Porter have joined the board.		
Recap	Review of last year: Building Use Policy completed; Auto Use Policy is in progress; Salary increases were approved; annual report completed.		
Priorities	Current priorities: church staff job descriptions; performance appraisals; determining fair pay for all church staff members; ensuring compliance (FLSA, for example).		
Job Descriptions	Group approved new format for job descriptions but recommended that "Minimum Qualifications" be changed to "Qualifications." Also, to be added: that background checks are required to be hired; and the church's nondiscrimination statement. Three descriptions have been transferred to new format; the others will be completed this week. (Lauri completed the other descriptions as of 3/15/15; and they are all in a first-draft format on the Admin Board Google drive).	Share job descriptions with staff and update descriptions on Google drive.	Dave
Hours Worked	In order to better understand amount of time worked in each part-time position, the board will be asking for time logs from each staff member. Marty will add a simple time tracking form to the Admin Board Google drive.	Request that process to log time-worked begin.	Eric
Performance	Marty will add a sample performance appraisal form to Google drive for discussion next month. (This is done.)	Review form and prepare to discuss at next meeting.	Team
Future	Future priorities: a staff handbook.		

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Next meeting: Monday, April 13, 2015, 6:00 p.m.