

Administration Board Meeting

Date: April 11, 2016
 Convener: Krystin Porter, Chair
 Recorder: Martin Hensley
 Members Present: Krystin Porter, Lauri McVicker, Martin Hensley, Dave Kobersmith
 Members Absent: Tom Warth

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>	<u>Follow-up Date</u>
Review of previous minutes & updates	Minutes were approved with one revision sent to Lauri prior to the meeting. Krystin noted that we are still waiting on some documentation from Kent regarding his consultation with a lawyer about FLSA. Ideally we would like a written statement from the lawyer or copies of the emails, along with the lawyer's name and contact information for our records. Dave indicated that he would pursue this with Kent.	Lawyer name and contact information. Written documentation of opinion given regarding FLSA applicability to Union Church.	Kent Gilbert, Dave Kobersmith.	
Quickbook milestone updates	Quickbooks online purchase was finalized on 4/8/2016. Shirley expects to have the new chart of accounts finalized by 4/15/2016. Moving the accounting to Quickbooks Online is expected to be implemented by 5/15/2016. Payroll exempt/non-exempt processing in the new Quickbooks payroll system will be implemented by the following pay period, no later than 6/1/2016.			
Review of current PTO amounts & discussion of methodology to determine moving forward	Reviewed of existing Paid Time Off (PTO) procedures, including holidays, sick leave and annual leave. Overall, suggest having two classifications, 20-39 hour employees and 40+ hour employees, not to include lead or associate pastor positions (negotiated separately). Holiday Leave: General consensus to establish 11 paid holidays per year, the exact dates to be set each year in December for the following year.	Questions to be addressed regarding annual leave: <ol style="list-style-type: none"> 1. How are annual leave hours accrued? Monthly, yearly? 2. Do hours accrue if unused by year end? 3. If allowed to accrue, what is the maximum allowed? 	Krystin Porter, Kent Gilbert Optional: Rachel Small-Stokes, Dave Kobersmith	Next meeting

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	<p>Sick Leave: Suggested to strike “limit sick leave” statement for first six months of employment as the statement was undefined and the leave will be self-limited by time accrued. Sick leave limited to 240 hours maximum accrual.</p> <p>Annual Leave: This policy will need the most work. Krystin will meet with Kent (and, at his disgression, Rachel and Dave) to discuss parameters. See Action Needed section for details of questions to be addressed.</p>	<p>4. Will unused leave time accrued be paid at separation?</p> <p>5. Will the amount of time accrued for annual leave increase with years of service?</p> <p>6. If increased with years of service, at what time intervals and how much increase?</p>		
Staff Handbook	Lauri presented a proposed outline for the staff handbook. There being little time for a detailed discussion, she asked that everyone send suggestions for arrangement and inclusion/exclusion of sections to her by next Tuesday, 4/19/2016.	Review and propose changes to handbook outline. Submit to Lauri via email by 4/19/2016.	All	
Safety	Marty presented the final report and recommendations regarding Union Church evacuation postings and drills. Also included a recommendation for an ongoing safety group with representatives from three Boards to address other safety concerns.	Take report and recommendations to Church Council for review and action.	Krystin	4/18/2016