

Administration Board Meeting

Date: September 11, 2017
 Convener: Dave Kobersmith
 Recorder: Sharona Nelson
 Members Present: Sharona Nelson, Gail Wolford, Ellen Mink Ex Officio: Dave Kobersmith
 Members Absent:

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed/Taken</u>	<u>By Whom</u>	<u>Follow-up Date</u>
Devotional	Meeting opened with a devotional reading by Dave Kobersmith.			
Recording Secretary	Sharona volunteered for tonight's meeting.			
Update the Employee Handbook Progress and assignments	<p>Resumed work on handbook.</p> <p>The board continued reviewing the general church policy item relating to conflicts of interest in order to include it in the handbook.</p> <p>General process: the board will agree on needed changes and then will ask the Church Council to review and approve any changes. After that, the new conflict of interest statement will go into the handbook, replacing the existing one, which has been removed. In September, the entire document was reviewed with suggested changes made for clarification and accuracy. Ellen volunteered to reword sections III, IV, and V for clarification. These will be reviewed by the board when they are completed.</p> <p>The conflict of interest statement will continue to be reviewed at the October meeting.</p>	Ellen is working on rewording parts of sections III and sections IV and V and will report at the October board meeting.	All	<u>Will work on over the next few months</u>

Next meeting October 9 at 6 p.m.