

Attending:

Liora Kian-Gutierrez, President
Brenda Post, Vice President
Angie Knappenberger
Cathy Leach-Phillips
Louise Garret
Chris Butler
Livia Walsh, Secretary

Sarah Miller, Treasurer; non-voting advisory member

1. Liora stated that the issue of too many meetings may be a deterrent to those who might be recruited to be on the board. In order for us to accomplish the tasks of the Board Liora suggested forming smaller teams to research and make decisions. Sarah made the suggestion to do this which is how this current "Charter" for a Select Committee re staffing was developed and proposed to the Board (see addendum re. Charter for the Select Committee).

Discussion:

- Sarah stated that there is a very tight time frame that these decisions have to be made driven by the budget process.
- It was confirmed that submitting an application for an Interim Minister does not obligate us to pursue that position.
 - Liora will take the lead on submitting the application for an Interim Minister.
- A Board member can approach any member of this select committee to offer or ask for information.
- Should we charge the select committee with more options for ministry?

Decisions:

- All agreed that this "Select Committee" or "Task Force" approach is directionally sound.
- All agreed that the time- line is realistic. The committee is to provide a full report to the Board by April 22nd which the Board will discuss in a meeting on April 27 at 6:00p.m. via zoom
- All agreed to accept those being asked to be on the Select Committee.
- All agreed on the 3 staff positions listed in the mandate.

- All agreed that Brenda Post will be the committee's Board liaison. Brenda will request a weekly update regarding progress.
- All agreed that this committee and its charter/mandate will be made public in the name of transparency. The committee will be engaging the congregation and other resources they deem useful to complete their mandate.

2. Establishing date for Congregation-wide Budget meeting and the June Congregational Meeting.

Discussion:

As there will be a tight time- line for information to be gathered and these meetings to be scheduled the possibility of a May 22nd Congregation-wide budget meeting and either June 12th or June 26th Congregational Meeting were suggested.

Decision: Given the time frame of tonight's meeting it was decided to hold a Poll vote which Liora will send out immediately.

COMPLETED: Congregational Meeting June 26 via google poll (LKG)

Meeting ended at 7:12 p.m.

Notes taken by Livia Walsh, Secretary

Charter for the Select Committee on Staffing

Introduction to the Charter

In order to thrive, UUFSD has to be appropriately staffed. What does that mean? It means that the things that matter most get done and done well, and that paying the salaries of our beloved staff is balanced with also being able to pay our operations costs, fund our programs and committees, pay our UUA dues, and fund our reserves each year so that we can care for our beautiful physical space and plan for unanticipated needs.

In this time of congregational downsizing and staff rehiring, we cannot simply rehire for the exact same positions we used to have without running into the very same financial issues we've been having all along.

We must, therefore, restaff in a considered and deliberate manner. To do this we need a *comprehensive* staffing plan. This cannot be done piecemeal. And it cannot be done without input from members of our beloved Fellowship.

Therefore, the Board of Directors is convening a select committee specifically to holistically reassess our staffing needs and provide the board with at least three well thought out staffing plans. These options must ensure that the core needs of the congregation are covered, that clear job descriptions can be written to ensure those needs are covered, and that the Fellowship can afford the staffing plan. The Select Committee members can expect to serve through the end of April 2022 (5-6 weeks) and must be prepared to work together to do the interviews, research, and deep, collaborative, systems thinking required to provide these three options.

The task force will **not** make any final decisions. Those decisions, of course, will rest first with the Board and, ultimately, with the congregation.

The Committee

The following people have agreed to serve on this Select Committee. They have been asked to serve because amongst them they bring tremendous expertise, decades of relevant experience, and comprehensive firsthand knowledge of every aspect of our beloved Fellowship. Tom Packard has agreed to serve as Chair.

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- Tom Packard brings his expertise in organizational change, including organization redesign
- Lisa Shaffer brings her knowledge and expertise in many areas
- Alisa Guralnick brings her knowledge of the music program and HR
- MaryAnne Trause brings her knowledge of our worship program
- Kathryn Sturch brings her knowledge of finance, governance, and right relations
- Rich Macdonald brings his knowledge of stewardship and the software that can be used to leverage the efforts of our staff and volunteers.
- Tracey Weiss brings her expertise in everything UUFSD
- Bethany Knappenberger brings her knowledge of RE and her lived experience being a parent of future UUs

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The Mandate

- ❖ Provide at least three (3) comprehensive staffing plans to the Board.
 - At least one of these must include:
 - a two-year interim minister position¹
 - a 20hr/week Music Director², and
 - a 20hr/week Religious Education Director
 - The other two staffing plan options may be as creative as the team can create and as staffing responsibilities/financial parameters allow.

- ❖ Provide the board with bullet pointed responsibility lists for the newly conceived positions. The Board would like to see lists for both what a new hire will be responsible for and—just as importantly—what they will *not* be responsible for.

- ❖ These deliverables are to be **written up and emailed to the Board President, Liora Kian-Gutierrez, by Friday, April 22.**³

- ❖ Salary considerations and recommendations should be taken from the UUA's guidelines: <https://www.uua.org/leaderlab/staff-salary>

- ❖ Income projections will be provided by the committee's representatives from Stewardship and Finance, with support from the Treasurer.

The Committee should feel free to:

- ❖ self-organize as works for you
- ❖ familiarize yourselves with our current and previous organization structure, including all positions, job descriptions, pay and benefits data and costs

¹ From Rev Sarah Millspaugh on 3/19/22: *"It's totally up to UUFSD what you do next ministry-wise, but it's my well-informed recommendation that you go for interim ministry. The congregation has a lot of processing to do, not just about Jo but also about Alison's legacy and who the fellowship is and what the fellowship needs, and you need someone skilled to lead you through that as well as do all the day to day work of ministry."*

² A Job listing for a 20hr/week Music Director has already been posted. A 20hr/week RE Director job will likely be posted soon.

³ A one-week extension is possible but discouraged. This short timeline is necessary to allow staffing decisions to be incorporated by the Finance Committee and Board into the initial draft next year's sustainable balanced budget and then discussed by the congregation during the congregation-wide budget meeting in late May.

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- ❖ ask for any information you deem necessary to do your job
- ❖ consult with anyone you wish
- ❖ interview anyone you wish
- ❖ find out how other congregations configure their staffing needs
- ❖ discuss and recommend the role that volunteers might need to play in any staffing plan
- ❖ discuss and recommend staffing plans that are intended to evolve over time, funding permitted

Charter for the Select Committee on Staffing

UUFSD Staffing – a Review

As of December 2021, UUFSD employed the staff and contractors listed below. Since then, we have lost our Music Director, RE Director, RE staff, Childcare staff, and Minister.

The **remaining staff and contractors** are called out in **bold**.

In January 2023, when she turns 65, Tracey is planning on retiring.

She is recommending at least one month overlap with a new hire to ensure a smooth transition.

UUFSD Staff as of December 2021 -- Total Budget for Personnel for FY21-22: **\$350,567**

- Full time Minister (\$126,792/yr total, including benefits & PRT)
- Full time Religious Education Director (\$80,166/yr total, including benefits & PRT)
- **35 hr/week Congregational Administrator (\$58,752/yr total including benefits & PRT)**
- 15 (functionally 20) hr/week Music Director (\$22,540/yr + \$1,724 in PRT)
- **6 hr/week Accompanist (\$10,830/yr + \$828 in PRT)**
- **10 hr/week AV and Streaming Specialist (\$50/hr as of 2022 + PRT – was \$30/hr)**
- **3 hr/week Sunday setup staff (\$15/hr + PRT)**
- 3 hr/week RE teachers and Childcare (\$15/hr – 3 or 4 staff persons per week +PRT)
- **Weekly Custodian Services (\$7,000/yr - contractor)**
- **4 hr/week Bookkeeper and Payroll (\$45/hr - contractor)** Note that the ~\$10k cost of the Bookkeeper is budgeted for as part of Financial Operations, not Personnel, so is not included in the \$350,567 cited above. Note also that we will also lose our bookkeeper this year, as she is planning on moving out of state. The treasurer has therefore already put a lot of work into finding an optimized solution for our future bookkeeping needs. She is of the opinion that UUFSD should continue with a 4 hr/week onsite bookkeeper, QuickBooks, and Intuit Payroll. Costs will probably go up to

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\$14k/yr. There are possibly cheaper options but, given our recent history, those are probably false economies.