

## By-law meeting with Barbara Schultz and Tom Brayer

Church Council Meeting  
Monday, January 11, 2016  
7:00 pm

In attendance: Lynn Dehart, Lynne Devnew, Bruce Hadley, Rosemary McGreevy, Robert Mustard, Kate Sturgis, Nancy von Stackelberg, Sandy von Stackelberg, Todd Vetter, and Jan Zabilski.

Also in attendance: Tom Brayer and Barbara Schultz

Prior to Barbara and Tom arriving Kate asked the committee if we saw anything in the By-Laws that needed change or a weakness.

Sandy...By-Laws should read that committee and Todd should review each employee.

Lynne...questioned whether each committee should do the review and someone else should approve the review.

Todd spoke about performance reviews saying since we are at will - what is the true purpose of a review?

Lynn DeHart felt it was helpful to be able to hear pros and cons.

Todd felt that in the absence of shared goals, do you establish a supervisory role where someone lays out the goals? If you do it this way you open yourself up to opposition. He would rather see us establish a covenantal relationship.

He feels an effective way to evaluate someone is to sit down in May and June with all employees and discuss what needs to be improved and set goals for the year ahead. As an example, the Music Minister would sit down with both ministers along with the music board chair. They would hash out what worked well in the past year, what needed to improve, ideas for the year ahead. Then they would have the groundwork to discuss at midyear how the Music minister was executing against the goals.

It would need to be written into the By-laws that this annual review process should take place along with the proper forward looking format.

Another advantage to this plan is that if there will be a new incoming chair, the spring is a good time to bring in the new committee chair so that they can pick up where the outgoing chair left off.

Lynne talked about PCCP and that they handle their own reviews and PCCP Board does a review of Michelle.

Barbara Schultz came and gave out her latest minutes. Although the by-laws call for 9 members, they have currently have 4 that come to meetings which includes Barb two new Board members – Richard Lindaberry and (please fill in other individuals name) and Linda Robinson. Can 4 do the job? So far she has been able to do all that has been needed. Not a lot planned for the spring. We decided to make the board a minimum of 6. Two retire each year, so this makes the turnover even. We tossed around the idea of having one liaison with the choir. They have evolved into being more of a support to the professionals. Todd suggested “descriptions” of music staff “and provide for” an annual review. It opens it up to a more flexible reading of jobs description.

Todd asked about a “planning committee” to support worship and wondered if Barbara would support something like that. Planning would be more intentional.

Tom Brayer-

- One change is they no longer are required to attend council meeting unless asked. But how do we stay connected. Liaison? Board and chairs are always welcome and we should state that. Maybe it should always be in the minutes.
- Only have 5 members. Not 9. They’ve been consistent. Have gotten a lot done.
- He would prefer 6 members plus a treasurer (who votes)
- Have developed a personnel committee. 1 person from trustees, 2 other members on Personnel. Another person on trustees, Darren DeWolfe and two more to help Darren.
- Jim should be a voting member.
- Purpose, budget and finance, buildings and grounds, personnel,

Lynne brought up the issue that it isn’t mentioned that Trustees have oversight (?) of PCCP (?) We are not reviewing salaries, teachers, etc. We need to think through language relative to PCCP, employees,

Bottom line we need to clear up language relative to personnel.

Tom and trustees are looking very closely at Terri and Cathy’s role to try to figure out what we want to have done versus what they have done. There may be items that go directly to Trustees and not Administrator. Need to define lines of communication.

There is no perfect model, but we should build what we need. Lynne felt we need to keep in mind what are Todd’s gifts, and find a complimentary person to work with him. Chemistry is important.

Rosemary will circulate the work she did quantifying each role. We will discuss this next meeting.

Kate asked about staff gifts. Do we divide what we got up evenly amongst the staff? There are 11 staff members. We all thought that was the best way to do it.

Kate also asked about the fact that we do not have a budget and from time to time expenses come up. We could either ask for help from Trustees or go to the committee who supports the type of request and ask for help.

The Progressive dinner was discussed briefly. The Youth group wants to do a fund raiser by babysitting during the night of the dinner. Jan will circulate a sign up blast email for the entire event.

Meeting was adjourned.

The next meeting is Monday, January 25, 2016.

Respectfully submitted,  
Nancy von Stackelberg