

Personnel Table Meeting Minutes

10/10/16 @ 3:00 PM at Flagship Advisors

Present: Josh Hoffman, Laura Aase, Nan Crary

Absent: Brian Pollmann

Action items are highlighted

Topics:

2017 Salary discussions and planning prep- discussed average market increase information for 2017 moving at 3%. Agreed to request more than the market average in that:

- Jim is vital component of worship and is highly valued by the Congregation and Laura;
- It was agreed last year that Pam receive no increase for 2016 due to her hiring in the last quarter of 2015, but that the fact that she hadn't received an increase for 14 months would be addressed in 2017 (potentially prorating an additional 2 months increase).

Josh will attend the Finance Table meeting on 10/18 to align with them.

2016 Performance Reviews- Music Curator and Office Administrator will continue this year as they have in years passed. Nan and Laura will customize a new Pastoral review next week, based on the template provided by Laura. The intent will be for this to be finalized by end of October, rolled out and compiled in November with feedback in early December. Introductory letter should come from Personnel Table with individual follow-up.

Fair Labor Standards Act minimum salary requirement changes impacts and recommendation – Josh has reviewed several publications on the changes, attended a legal lecture and reviewed the ELCA lecture on the subject and the potential impacts to church organizations. At this time, it is clear that the FLSA does not apply to RoH as we are a non-profit organization that is not engaged in for-profit activities or interstate commerce of any kind. As such, our salaried position for the part-time Music Curator is acceptable as is and no changes to tracking hours worked or salary is required. We should continue to loosely monitor this situation should any court rulings or decisions change these standards.

Laura's sabbatical / Grant application- Application is due on 4/15/16 for Lily Foundation Grant. Laura is to dream of ideas for her sabbatical activities and the potential timing and length of them. The application has some congregational components, budget components, administrative components but the bulk is the proposal itself. Laura will also discuss this with the Vision Table and River Table. All Agreed that we could present this at the next Riverpalooza to better market the idea to the congregation. Congregational support is important for this to be a successful experience for the congregation and Laura.

Regards,

Josh Hoffman