

Board of Trustees

MEETING: September 12, 2022, 6:00 pm, Eastern Time

Pursuant to notice duly given, this meeting of the Board of Trustees of the Unitarian Universalist Association was held via Zoom conferencing.

MEMBERS PRESENT: Kathy Burek, Chris Chepel (Co-Financial Advisor), Barbara de Leeuw, Charles Du Mond (Co-Moderator), Suzanne Fast, Susan Frederick-Gray (President), Sherman Logan, Elizabeth Mount, John B. Newhall (Vice Moderator), JeKaren Olaoya, Meg Riley (Co-Moderator), Adam Robersmith, Justine Sullivan, David Stewart (Co-Financial Advisor), Sam Trumbore (Financial Secretary), Bill Young (Secretary)

ADDITIONAL PARTICIPANTS: Carey McDonald (Recording Secretary & Executive Vice President), Andrew McGeorge (Treasurer), Stephanie Carey Maron, Shige Sakurai, Denise Rimes, Cathy Seggel, James Snell, Marva Williams, Mary Heafy, Stephanie Samson, Rob Spirko, Janette Lallier, Melissa Carvill-Ziemer, Sofia Betancourt, Joel Martin, Dick Burkart, Lannie Macandrea, Adrienne York-Minor, David Jackoway, Rachel Wade-Harper

Meeting Minutes

EXECUTIVE SESSION

The meeting began at 6:00 pm in Executive Session, for the purpose of discussing conflicts of interest.

OPEN SESSION

Co-Moderator Charles Du Mond started the open portion of the meeting at 7:05 pm, and participants did a brief personal check-in in breakout groups.

There was no consent agenda.

Presidential Benefits

President Susan Frederick-Gray reviewed the recommendation from ad hoc group of Trustees reviewing presidential benefits. In addition to UUA staff standard benefits, the group recommended:

- The President should have the same benefits regardless of whether they have previous experience as a UUA staff member, and certain benefits are currently based on staff tenure. The group recommended the President begin accruing leave at the most senior accrual rate at the start of their term.
- Affirm that the President will receive one full year of paid sabbatical upon completion of a full term, with sabbatical pro-rated for any President who serves substantial partial portions of a term.



- Clarify that the Board and Co-Moderators set the President's compensation and benefits, prior to president taking office, and would be involved in any special benefit approvals, such as taking leave.

Suzanne Fast moved, Sherman Logan seconded, Board unanimously approved the proposed presidential benefits addendum (attached).

GA 2024 and Beyond Proposal

Executive Vice President Carey McDonald gave an overview of the proposal, developed with President Frederick-Gray and General Assembly and Conference Services Director LaTonya Richardson, to begin alternating years of multi-platform and all-virtual General Assemblies. Trustees showed broad support for both types of gatherings going forward, highlighting the accessibility of virtual GA and the opportunity for in-person experiences. It was noted that some participants would prefer to never go back to in-person portions, due to the potential cost, inaccessibility, and exclusivity. Trustees affirmed GA should be a powerful experience of faith, including through ritual that honors transitions like the Service of the Living Tradition, and that the GA funding model may need to evolve to make this approach financially sustainable. Discussion asked what the right timeframe would be (e.g. what about multi-platform every third year rather than every other year?), and when to start an alternating pattern, given the timing of election cycles for President and Moderator.

Board members noted that creating any "host production site" options for a virtual GA could lead to an imbalanced experience for participants, since most UUA leaders would not be online. They asked about more ways to engage attendees beyond just the few days of GA, such as through regional assemblies or other learning opportunities. They agreed to share an outline of this proposal with core GA stakeholders over the coming months to receive their feedback.

EXECUTIVE SESSION

The Board moved to Executive Session at 8:05 for the purpose of considering appointments and the Presidential Search Committee process.

The meeting ended at 9:15 pm.

Respectfully submitted,

/s/ Carey McDonald

Recording Secretary



Attachment – Presidential Benefits Addendum

Except for the provisions included in this addendum, the President receives the same benefits according to the same provisions outlined in the Benefits Summary, the *UUA Employee Manual*, and benefits plan documents as all other regular (not temporary or newly hired), full-time, salaried UUA staff. These terms apply to a single person serving full-time as President. The UUA Board of Trustees sets the salary and any deviations from standard staff benefits for the UUA President.

Salary

The President's salary will be reviewed and potentially adjusted in the year prior to a Presidential election. During a President's term, the President's salary and benefits will change according to regular cost of living adjustments (COLA) and other parameters approved for the rest of staff. The Board may review the President's salary and benefits during a President's term if warranted and in dialogue with the President.

The UUA Board of Trustees reviewed the President's salary in February 2022 with data provided by the UUA Director of Human Resources and the UUA's compensation consultants. In setting the salary, the Board aimed for the mid-point of comparable non-profits based on national data. The President's compensation for FY 2024 will be at least \$260,000 and will be finalized to include any relevant COLA included in the FY24 budget adopted by the Board in April 2023.

If a President is an ordained minister, then as with other ordained ministers working on the UUA staff, a portion of this salary may be set aside annually as a housing allowance; and, they will receive an additional 7.65% of salary as an offset for their FICA costs as the UUA does not contribute the employer portion of FICA for clergy.

A former president is not eligible for a COLA or other salary or benefits increases or reductions during their sabbatical time, unless required by benefits plan documents.

Time Off and Leaves

Vacation

The President receives the maximum number of vacation days that accrues from their start date at the maximum accrual amount according to the *UUA Employee Manual*. The President is immediately eligible to use accrued vacation. Unused vacation each year will roll over.

As of the 2023 fiscal year, the maximum vacation is 20 days (140 hours) which is accrued at the rate of 5.83 hours per pay period (twice a month). Per UUA policy, once the employee has 140 hours accrued, accruals stop until the balance drops below 140 hours. If a current UUA staff person is elected to the office of President, any unused vacation, within the limits set by the UUA Employee Manual will roll



over. The President's time off, except for leaves of absence, is approved by the Controller and regularly reviewed by the chair of the Audit & Risk Committee.

Sabbatical

A President shall receive a 12-month paid sabbatical at the conclusion of one or more full term(s) in office. Any President serving less than a full term, but at least three years in office, shall receive 9 months of sabbatical, provided there is no ethical misconduct by the President. For any President serving less than three years, there will be no provision for sabbatical and the personnel provisions for severance from the *UUA Employee Manual* shall apply. The former president does not accrue vacation time during their sabbatical. Any accrued, but unused Vacation Time from the President's active service will be paid out at the end of their active term before their sabbatical begins.

Leaves of Absence

The *UUA Employee Manual* allows for leaves of absence under reasonable circumstances. A leave of absence for the President should be requested by the President from the Moderator(s) of the Board. The Executive Vice President and Director of Human Resources should be consulted when a leave of absence is being considered for the President. Final approval of a leave of absence should be made by the Board, based on the recommendation from the Moderator(s). Every effort should be made to protect privacy and the Board's approval should not require full details of the situation, just a high-level summary and recommendation(s) from the Moderator(s). This process applies to both paid and unpaid leaves of absence.

Family and Medical Leave and Parental Leave

The President is immediately eligible for the maximum allowable provisions for Family and Medical Leave and Parental Leave as outlined in the *UUA Employee Manual*. In alignment with the *UUA Employee Manual*, Family and Medical Leave and Parental Leave should be communicated with as much notice as possible to the Board of Trustees, the Executive Vice President and the Director of Human Resources, and with at least 30-day notice of anticipated departure and return dates unless circumstances prevent such notice.

Expenses

Travel Expenses

The President's travel and expenses are set according to regular budgeting processes. The President's travel and expenses are provisionally approved by the Controller and regularly reviewed by the chair of the Audit & Risk Committee

Moving Expenses

If the President moves to the Boston area, moving expenses will be reimbursed per current UUA policy as outlined in the *UUA Employee Manual*.

