

M&P COMMITTEE MINUTES: February 10, 2020

PRESENT: Cathie Banks, Marion Hearn, Jean Provost, Michael Cottam, Mike Melville, Tara Pegg, Lorraine Jardine

1. Lorraine volunteered to record the minutes.
2. MINUTES APPROVED: meeting of January 13, 2020.
3. EMPLOYEE UPDATE: We reviewed matters relating to each employee. We discussed getting together with staff when the new supply minister arrives.
4. STAFF MEETING: Mike Melville reported attending a portion of the last staff meeting:
 - He delivered news regarding a salary increase of 1.9%.
 - He suggested that staff performance review questions needed updating, which we plan to work on.
 - Questions were raised as to the HR or M&P perspective of our committee. Perhaps representatives from our committee might attend M&P workshops and/or discuss commonalities with the M&P Committees of other churches.
5. SEARCH COMMITTEE UPDATE:
 - LC has now posted a position on HUB, on the United Church web-site, for a part-time supply minister.
 - The part-time youth leader position will be posted later.
 - No instructions yet from LC regarding a proposed bookkeeper position.
6. SS ROOM AND OFFICES: Now complete and organized, thanks to several volunteers.
7. HANDBOOK: We assembled a revised Employee booklet for each staff member.
8. NEXT MEETING: March 9 at 6:00. Amongst issues to be discussed:
 - Contingency plan for when supply person is needed for employee absence.
 - Performance reviews — look over current document and prepare some suitable questions to consider for revision. Please come prepared with ideas.