

Executive Committee Meeting

Date: Tuesday, August 8, 20167

In Attendance: Pr. Short, Pr. Weinhold, Sue Prescott, Kevin Rizzo, Jay Cessna, and Denise Steele**Unable to Attend:** N/A

Topic	Discussion Points to Note	Actions, Decisions, Recommendations
Call to Order	The meeting began at 6:00pm, and Pastor Short called the meeting to order.	Noted
Trinity's Constitution and By-Laws	In light of the ELCA's recent Constitutional Amendments, we need to review and update Trinity's Constitution and By-Laws accordingly. Information will be sent out to council prior to the August meeting to review. Our constitution must remain in compliance with the ELCA. Some items are clearly defined while some can be unique to the congregation. To modify the constitution, two votes, a year apart, must be done with congregation (December 2017 and December 2018).	The ELCA brought together a second roster of personnel positions within the church other than the pastors.
Retirement of Kathie Crist	Kathie Crist has been the Trinity/Parish Secretary from July 1968 until her retirement around May/June 2018. Her departure time is flexible, and she has agreed to help with the transition time for a new secretary (about 1 – 2 months). Beyond that time, Kathie is okay with offering her occasional consultation services for the new employee should assistance be needed.	Noted Kathie's 50 years of dedication and hard work for Trinity, and all the gifts that she has brought to the position.
New Secretary Selection/ Hiring	The executive team discussed many aspects of the secretarial position including responsibilities, hours/ time, pay and benefits, and transition time frame from advertising to training new hire. A beginning proposal was reviewed and discussed. Questions to consider in the selection and hiring process: clearances (financial, criminal); bonding; drug testing; the candidate's own faith life. Kathie has started a task list by month to assist a new person. Some other ideas to consider streamlining the position include a new voice mail system to take messages for people that need assistance and possibly a volunteer to take on some of the Salvation Army duties.	It was agreed that this will be an ongoing discussion that is just beginning. A good starting point would be a job description. The interview process should start in March 2018.
Review		
Upcoming Council Meeting	Some executive committee members have a conflict with the August 21 st meeting. Wednesday, August 23 rd is a possible alternative date.	Pastor Short will send emails to all council members to see which date will work best.
Adjourn		
Adjourn	The executive committee meeting was adjourned at 6:45pm.	

Respectfully Submitted,

Denise A. Steele, Council Member