

Tahoma Unitarian Universalist Board of Trustees
Special Board Meeting
March 25th 2:30 p.m.

Attendees Rev. Linda Hart, Maria Figueroa, Holly Gorski, Dolores Fitch, Krissy Kim (President)
Sheila Whybrow (note taker)
Absent - Chris George

1. Motion made - to hire Sybille Palmer as a part-time administrative assistant upon completion of a background check . Motion seconded. Motion Passed
2. As per the HR policies, Libby Ball will be given a pay out of carry over and accrued vacation time of 110 hours upon the end of her term of employment.
- 3 .Holly will relist the job posting for a part time bookkeeper on Craig's list
4. Motion made to have Libby complete the entry of financial information into the ICON church software until her term of employment ends. Login and passwords will be turned over to Rev. Linda, and in due course to Sybille Palmer, the new bookkeeper, and an as yet unidentified treasurer. In addition, upon Libby's end of employment, Susan Kunkle will have access to login information to the ICON accounting and payroll software as well as banking statements in order to complete any work left undone in ICON. Susan will assess whether she is able complete financial entry or if she needs to access the ICON accounting staff

Motion seconded and approved

Meeting adjourned 4:30