

Staff Resources Committee

Music Director Search Team Minutes 01/15/16

The Director of Music Search Team met Tuesday 01/15/16 at 12:30PM. In attendance were Leslie Cook, Bob Hicks, Don Pyne and Karl Love. Judy Weaver, Sheri Novak and Rabbi Chava Bahle were absent.

The Committee spent considerable time revising the Music Director Job Description. We understand that we cannot fairly list this opening until we have an accurate portrayal of what the job entails. We eliminated some redundancy added some elements and ordered the requirements in order of importance and/or frequency of occurrence. It was a great working session and the committee offers the result to the Board of Trustees for approval. Once approved, we will list the opening immediately. We plan to list the opening in the Ticker, on Craig's List and on Facebook. We have had excellent results from this approach with other openings. Also the Music Liaisons have approached various people in the music community at large to create more awareness.

We reviewed the need for additional time for an accompanist at rehearsals. In the absence of a Music Director, this is a critical need. We will present our proposal to the Board.

We discussed the need to move the Ad Hoc Music Committee into the Status of a permanent standing Committee. Bob Hicks volunteered to complete the paperwork with Karl Love providing a format of what is required. We will ask the Board for the approval of the status of the Music Committee as a standing Committee.

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Leslie Cook and Karl Love meet briefly to access future focus of the committee. Two elements emerged. The First is moving the staff evaluations up on the calendar. Our long-term goal will be to complete the evaluations by the end of the calendar year. The reason for this is so that we can recommend salary increased based on assessment prior to the budget process. This will move salary administration away from the current mode, which is evaluation after salary adjustments.

The second issue is preparing to implement our Personnel Policy Manual. We plan to post it on line so that it is available to our staff and any inquiring congregant. Much work has gone into the Manual over the last three or more years. We will in all probability tie a Beacon article to the launch of this Manual. It will also be reviewed with staff in detail

Lastly with Karl Love now having Board responsibilities, Karl and Leslie decided to co-chair the committee. We have a vacancy and Karl will ask Leadership Development for candidates. We recommend this position to those who have background in employment law, business

administration and human resources. Ideally this is a position where a future Board candidate can become familiar with issues and processes that are central to Board work. Leslie and Karl are willing to wait a bit in order to fill the opening with the right, well-qualified candidate.

Respectfully submitted,

Karl D. Love, Co-Chair