

Congregational Church of Laconia, UCC
Minutes of Cabinet
July 20, 2006

PRESENT: Warren Bouton, Jean Clarke, Sandy Brallier, Gert Gove, Craig Shippee, Cyndy Shippee, Alida Millham, Kathy Giovanni, Dan Tinkham, Beth Shehadi, Emily Clement

The Cabinet reviewed two new job descriptions for Office Assistant and Office Manager. The descriptions are being revised as there is a need to fill the position vacated by Jan Eaton and there is a desire to re-focus some of the duties of the office personnel at this time.

Correspondence duties were moved to the Office Assistant job description. Financial duties were moved to the Office Manager position to concentrate the administrative duties with one person (Chris Rawson, Office Manager) and the receptionist duties with the Office Assistant (to be hired).

Alida commented that the duties of making deposits and recording finances need to be separated for audit purposes (the original description shows both as duties of the Office Manager).

There was a question on the number of hours for the Office Assistant. This may depend on the salary requirements of the candidate selected. The budgeted salary amount for this position will not be exceeded.

Other discussion of job requirements for the Office Assistant included importance of personal skills, computer literacy (specific applications MS Office XP, MS Word, MS Publisher). Some requirements were re-worded slightly based on suggestions made.

Gert Gove made a motion to accept the Office Assistant job description as amended. Cyndy Shippee seconded the motion. All voted in favor.
Emily Clement made a motion to accept the Office Manager job description as amended. Dan Tinkham seconded the motion. All voted in favor.

Alida noted that the pastor's review should be scheduled in the September/October timeframe.

Beth Shehadi opened a discussion about preserving the historical records of the church. Beth has spoken to a director at Simmons College and has learned that the hiring of an archivist would cost approximately \$500. There was a suggestion to contact Sue Duckworth at the First Congregational Church in Concord. Alida questioned what committee should handle this matter. Consensus was the Trustees. Gert Gove noted that a fireproof box was purchased. Some records have been placed there, but have not been organized. The Trustees will put the topic on their September meeting agenda. Beth will also do some more research.

Gert Gove reported that Bonnette, Page and Stone re-worked the patching on the church tower. At the time of the repairs, a bucket was available to also inspect and repair the weathervane.

The next Council meeting will be held on Wednesday, September 27th. Alida will be in Europe. There will be a Just Peace discussion on the agenda, facilitated by Warren Bouton.

Warren suggested that the church office hours be cut back to 9am-1pm during the 7 days that both he and Chris Rawson will be out of the office (8/21 – 8/28). The group was in agreement. Volunteers are also needed to fill in while Chris is out.

Emily mentioned that she is looking into reserving a table for the church at the Laconia Multicultural Day on Saturday, September 9th. She is looking for ideas on what to present at the table. Ideas included sale of Fair Trade items and presentations on justice issues.

Respectfully submitted,

Kathy Giovanni, Recording Clerk