

POLICY COMMITTEE BOARD REPORT
FOR DECEMBER BOARD MEETING
PREPARED 12/7/17

The policy committee met Thursday, 11/30/17. Present were Tom Darnton, Price Watts and Judy Myers.

1. Discussion of Membership Committee Policy: We have received a request from the Membership Committee for review and revision of their policy. Judy Myers is working with Rick and Chris Walter to refine both the language and the format.
2. Discussion of Policy Manual format: We reviewed a proposed format for use in revising the policy manual. A blank copy of the format and a copy of the proposed Membership Committee revisions accompany this report. Essentially, the idea is that the manual would have entries of both "policy" and "procedure" for each committee. The policy language would be adopted by the board to define the mission of the committee. The procedure language would be adopted by the committee itself and subject to revision by the committee without needing to go through a formal process at the board level. Both Policy and procedure would be listed under the heading for each committee in the manual.
3. Revisions to Preface of Manual: We discussed a proposed revision to the preface which had been circulated prior to the meeting. That proposed preface and the existing preface are both shown on an attachment to this report.
4. Revisions to Index of Manual: We (mostly Price Watts) are working on a revision to the Manual index that will make it a more useful guide to the contents of the manual.
5. Request for guidance from the board: We request that the board discuss our proposed change to the format of the manual at the December meeting. We would like to have board approval of this approach to the manual before we do further work.

Our next meeting is scheduled for Thursday, January 11th at 5 pm in the library at UUCGT.

Prepared by:

Tom Darnton
12/7/17