

Report of the Personnel Committee
Representative Meeting on Fourth Month 6, 2024

The personnel committee has been unusually active this year. In addition to our normal duties of guiding the performance evaluation process, we had two positions to fill.

Honoring Susan Phelan's request to end her duties as SAYMA's administrative assistant, the personnel committee conducted a job search during December – January. Susan made significant contributions in her role, assisting two clerks in navigating the administrative duties required and guiding SAYMA through the challenges of COVID helping us switch from an organization that conducts our business in person to one that must navigate distance and electronic challenges to keep us connected and functioning. Thank you, Susan, for carrying us through those challenging times. The Personnel Committee appreciates the assistance Susan provided in updating the job description and helping with the interview process for her replacement, which is a tall order. Susan has also graciously agreed to continue in her role until after Annual Sessions which will be an enormous help to our new administrative assistant.

In response to the need to find a replacement for Susan, the Personnel Committee updated the job description, developed advertisements, and posted the job in various Quaker venues such as Friends Journal, on the SAYMA Website, with Monthly Meetings in SAYMA, and to yearly meetings surrounding SAYMA. Though the applicant pool was small, we were fortunate in that some very qualified candidates applied. We are pleased to announce that we have offered the position to Rob Collins, who has accepted. Rob attends the Birmingham Friends Meeting and SAYMA. Rob has strong computer skills, a love for organization, and he will help us leverage the possibilities of electronic document control along with the many other duties we have grown accustomed to for this role. Please welcome Rob to the role, which he will begin in May as we have a two-month overlap allowing Susan to mentor Rob who will assume sole responsibility for the role in July.

Per a minute from 2022, the personnel committee was asked by the Finance Committee to post a part-time bookkeeper position. We hope to fill this position with someone from within SAYMA in the next month or so. If you know someone who might be interested, please ask them to send a resume as indicated on the SAYMA.org website job posting.

Respectfully,

Robert McGahey, Committee Clerk
Melissa Preast, at large
Sherri Messimer, at large
Daryl Bergquist, SAYMA Co-Clerk
Margaret Farmer, SAYMA Co-Clerk