

## HR ad hoc committee report for March 2021

The board approved the HR ad hoc Committee in March 2020. This ad hoc committee ends in April 2021. The goal is to create an HR handbook for ACAWSO that any future board can use to help support/manage our paid employees. Rich R. was elected as chair, Miles C. elected as vice chair. I am sad to report that Miles C. died on 12/3/20. He was a good friend and I will miss him.

Paychex is the HR company we are using to establish our ACA HR handbook. We meet weekly with our contact person at Paychex. These meetings started March 26th of 2020. They ended on Dec. 9th 2020 for the actual HR Handbook. We still meet once a month for questions.

The ACAWSO HR Handbook was adopted unanimously at the board meeting on 12/3/20. The HR Handbook has been sent to all employees and board of trustees.

The HR ad hoc Committee consists of board members and fellowship members. Currently we are working on "areas of responsibility" and a motion to the board for this committee to become a full time committee. We meet on the second and fourth Tuesdays of the month at 4 p.m. Eastern.

<https://us02web.zoom.us/j/84889018373>

If you're interested in HR and would like to join these meetings please contact me, Rich R. at [hr@acawso.org](mailto:hr@acawso.org)