

**Minutes**  
**Unitarian Universalist Fellowship of Columbia**  
**Board of Trustees Meeting**

**January 8, 2001**

**Members Present:** Heather Cunningham, Dave Dickey, Betty Glad, Joe Kyle (Pres.), Morgan Maclachlan, Bill Meller, Patrick Price, ex officio, Dave Sparrow, and Joan Watterson.

**Members Absent:** Kay Gregory, Kevin Meredith, and Rusty Wenerick.

**Visitors Present:** Carita Barr, Terry Shaw, and Mark Tompkins.

**Call to Order:** Joe called the meeting to order at 6:10pm. Bill provided the opening reading.

**Furnace Replacement:** There was an immediate briefing on the status of the furnace replacement: Joe and Patrick told the Board that we were still waiting for WB Guimarin, and Laura was attempting to contact them. As well, she was trying to contact the company the Fellowship has been renting the temporary heater from, to ask about a discount for a quantity of rentals with them. We have spent, thus far, \$1600.00 in rental fees for the temporary heater. The Board was referred to Laura's report for further information.

**Minutes of Previous Meeting:** The November 2000 meeting minutes were available for review. Morgan *moved* to accept the minutes as written; the *motion* was *seconded* and *passed* unanimously.

The December 2000 Emergency meeting minutes and the December 2000 meeting minutes were read. Joan *moved* to accept the Emergency minutes as written, and the December minutes with a change in wording; the *motion* was *seconded* and *passed* unanimously.

Two non-voting issues were then discussed regarding the minutes. The first item was a suggestion that the Summary items immediately following this fiscal year's minutes be included in the Unigram was discussed. There was general agreement for the information to be shared, as long as the full names and the titles of persons mentioned in the Summary be included. The second item was the appropriate location for portions of the minutes and/or notes taken during Executive Session meetings to be kept. Mark Tompkins assisted the Board, as the Personnel Chair, and suggested the Executive Session notes or minutes be kept in a locked filing cabinet at the Fellowship. Heather agreed to gather this information up until this point and find a secure location for it before the end of the fiscal year.

**Personnel Committee Report:** Mark also spoke to the Board regarding the Personnel Committee. Mark reported that he has now given letters to Laura Ingram, Administrator, and Susan Corbett, DRE, asking them for their job descriptions. There is, apparently, a little anxiousness about the job description process from Laura and Susan.

Mark reported that he has received the Alban resource materials he was waiting on to add to the collection of resource materials to be referenced in the development of the Employee Handbook. He also reported that as far as he could tell the Methodist materials allow each state to develop their own handbook. He referenced both of these items with regards to the creation of a checklist of things to talk about and keep in mind when developing the UUFC handbook.

Mark, Joe, and other board members discussed how the job descriptions would influence the Employee Evaluation process that is currently being considered. The apprehension of the staff is understandable because there is concern that their pay will be commensurate with their evaluation. This is not how the process is occurring at this time, although Mark is suggesting that be the direction the Fellowship moves in. Joe commented that during the first year, the focus is going to be on determining what duties or items be evaluated, how to set goals, and how success is measured to achieve raises to the staff salaries. He reiterated that the process of staff raises isn't fair yet because there isn't a set basis in place yet.

Mark finished by admitting that the Fellowship is so far behind on raises at this point that it would be an insult to begin presently making the evaluations be the basis for the upcoming staff raises.

**Youth Coordinator Search Committee and Interim Youth Coordinator:** Mark Tompkins updated the Board to the status of the Search Committee. He commented that Shell Tane's Youth Advisor Covenant process was in process and could provide extra information to the Search process. However, the covenant process has come to a standstill with a lack of response to the survey mailed to the Youth Advisor Covenant participants. He did not want to see the search for the Youth Coordinator to slow down due to the standstill, although he did admit that the survey

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would have relevance for the Search Committee. Mark commented that the Board could instruct he and the committee to go forward on the Search without the covenanting process completed.

Patrick commented that Shell and Alice Leeper are looking for someone to fill the Interim Youth Coordinator position. The importance of having an Interim person would be to stabilize the energy levels around the absence of a Youth Coordinator and to create a reassurance in the Youth Program. Shell is waiting for the Interim Coordinator position to be filled in order to begin the covenanting process again. Alice has been speaking to both the YAC and RE Council about the job description for the Interim Youth Coordinator. Mark said he would send the Board the Interim Job Description via email for a one-week review and approval.

Morgan *moved* to give the Personnel Committee the authorization to ratify the job description for the Youth Coordinator position, subject to Board of Trustees review and approval via email; absent of an objection, the Personnel Committee will forward; the *motion was seconded and passed* unanimously.

**UUFC By-Laws:** Mark reported for the By-Laws Committee. He said he has made revisions to the By-Laws according to the vote at the November Congregational meeting. He will print off current version copies of the By-Laws for the Board and for Laura, and will send to Donald Griggs for the website.

**Treasurer's Report:** Dave Sparrow gave the Financial Report. Before discussing the statements, he relayed that the Pledges for December were on target, while the Pledges for Year-To-Date were down.

On the Statement of Income and Expense, he noted that the Y-T-D Balance (at -\$7639) did not include the December 31<sup>st</sup> deposit, which was ~\$2300.00. This balance did include the \$3200.00 missing deposit backed out of the system. He also noted on the I&E, that there has been a \$1600.00 overage in the Vendors line item paid for the temporary heating unit while the furnace was out and an increase in the Facilities line item due to the increase in the gas bill. On the Statement of Financial Position, he highlighted the Fundraising line item, where the Holiday Bazaar final total was +/- \$1100. One half of this money will go to Sistercare and the other half to the Fellowship.

Dave S. also gave a review for Board members who were not aware about the missing deposit and said that the Finance Committee is currently advertising for the Bookkeeper position.

**Dues Drive:** The Board discussed the plans for the upcoming Dues Drive. Dave reported that there were about 60% of the dues that would make us a Fair Share Congregation pledged during the previous Canvass. This leaves ~\$4,000 not covered in pledges. Two main items of concern are 1) getting people who have pledged to pay and 2) obtaining the extra amount.

Joe brought up the concern about the report of the number of members, which is how the UUA and the TJ District calculate their Fair Share commitments. The number of people in UUFC membership has to be reported by the end of January. Currently, the UUFC has ~199 members, not including the youth. Joe said he has to have the count of the members by January 28<sup>th</sup> so he can report the membership to the UUA and TJ District on January 29<sup>th</sup>. He has been in contact with the Membership Committee regarding this count.

It was agreed that the Dues Drive should take place between January and March, as March 11 marks the beginning of the Canvass. Joe asked for volunteers to assist with the Dues Drive. Persons who agreed to help were Dave Sparrow, Dave Dickey, Joan Watterson, Terry Shaw, Joe Kyle, and Heather Cunningham. Different suggestions were made on how to conduct the Drive, although a separate meeting would be arranged for details.

**Canvass Committee:** March 11 has been chosen as Canvass Sunday. Terry suggested a division of the labor and energy be utilized for success. The Finance Committee is currently approaching people to serve as leaders of the Canvass together. He felt like the Canvass was behind until the leader team could be finalized, which they are looking to do this week. The Finance Committee and the Board have agreed to help as worker bees. They will be having a Canvass meeting in the next couple of weeks and would like to start the process in January. Patrick suggested having a recognition event with the Canvass dinner before Easter.

**Board Goal Reports:** The workgroups reported as follows:

1. Leadership and Infrastructure—Joe reported that a Culture of Generosity should be encouraged. He is going to help with the Canvass in this capacity.

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2. External—The External workgroup reported on some of the items discussed at their meeting. One item of importance was a challenge issued to the Board to attend and help with the Adopt-A-Highway Clean-Up.
3. Sense of Belonging (Internal)—Several items came from the members of the Internal workgroup:
  - a. To have a Farewell Person (the Greeter for that Sunday) at the door to say “Goodbye”. Morgan *moved* to have the Announcements person be the Farewell person at the end of the service; the *motion* was *seconded* and *passed* unanimously. It was suggested that the Announcements form be edited to include the statement, “I will be in the foyer following the service to answer any questions.”
  - b. Have a mentor for each new member. One concern is that the match-up process be given importance.
  - c. Put cards in the pews for visitors to complete, with their information, and then follow-up with a card to the visitor during the week.

The Board agreed that the cards and the mentoring were great ideas and gave our full support and energy to the Internal workgroup.

4. Spiritual—Two items from the Spiritual workgroup were:
  - a. Put a booklet of a collection of stories about how people found their way to UUism. Make this booklet available to new members.
  - b. Encourage more sharing of different backgrounds to speak at worship services to let people know what diversity we do have in our congregation.

Morgan said he could work on the editorial part of the booklet.

**Co-Council Report:** Dave Dickey said the Co-Council met last in a Virtual Meeting format. The discussion focused on Mark Tompkins and the RE issues.

**Minister’s Report:** Rev. Patrick Price’s report was reviewed and accepted as written.

**Administrator’s Report:** Laura Ingram’s report was read and accepted as written. Items of importance were the situation with WB Guimarin and the costs of the temporary heater.

**Director of Religious Education Report:** Susan’s report was read and accepted as written.

**Coffeehouse Proposal:** A proposal from the Coffeehouse Committee for a dishwasher purchase was accepted and read. A concern from the Board was whether or not we wanted to spend \$700.00 for a dishwasher. Heather *moved* to give the Coffeehouse the proposal that the \$700 for the dishwasher be above and beyond their budgeted obligation (their expected return to the UUFC budget for use of the space); the *motion* was *seconded* and *passed* unanimously.

**Membership:** A discussion of the criteria for membership was held. There was a suggestion that membership should include someone who has given either a time contribution or monetary contribution. Carita explained she is weeding out the membership files to scale down the membership to an accurate count for Joe (see **Dues Drive** info above). The process for a person exiting the membership role was also discussed, in order to account for how long it takes to scale the membership back.

**Long Range Planning:** Don Mohr will be invited to attend the February meeting to give an update to the Long Range Planning process.

**Closing Logistics:** The sign-up sheet for the welcome was passed around and completed as requested. Heather agreed to do the next Unigram “Intro of Yourself” and Bill agreed to do the following article. Betty will bring snacks to the next meeting and Joan will bring a reading.

**Adjournment:** The meeting was adjourned around 9pm.

Heather Cunningham  
Secretary, UUFC Board of Trustees