

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

December 11, 2000

Members Present: Heather Cunningham, Dave Dickey, Joe Kyle (Pres.), Bill Meller, Kevin Meredith, Patrick Price, ex officio, and Dave Sparrow.

Members Absent: Betty Glad, Kay Gregory, Morgan Maclachlan, Joan Watterson, and Rusty Wenerick.

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

Call to Order: Joe called the meeting to order at 6:15pm. Dave Dickey provided the opening reading. Everyone welcomed Bill Meller to the Board.

Minutes of Previous Meeting: The November 2000 meeting minutes were unavailable for review. They will be provided at the January 2001 meeting.

Youth Coordinator Search Committee: Mark Tompkins updated the Board to the status of the Search Committee. He said the membership of the committee is set and that the Youth Advisor Covenant process will provide input to the Youth Coordinator position. The RE Committee is working to finalize the job description for the Youth Coordinator and the Search Committee should begin to meet around the third week of January. There will be an ongoing email conversation between RE and Personnel, and the Board if needed, to consult or address any major issues of the job description.

Personnel Committee Report: Mark also spoke to the Board regarding the Personnel Committee. He has requested updated job descriptions from Laura Ingram, Administrator, and Susan Corbett, RE Director.

Mark passed around a binder of resource materials he has collected toward the development of the Employee Handbook. He is giving Laura, Susan, Patrick, and the Board copies of the materials for review and comment, and would appreciate input and/or suggestions for our own Handbook. In January, the Personnel Committee will approach the Board regarding issues that need further consideration.

Interim Youth Coordinator: Alice Leeper approached the Board as RE Council Chair to propose hiring an Interim Youth Coordinator. Alice passed around a sheet that highlights the various areas that are currently being fulfilled by volunteers, and explained that the hardest tasks were coordinating Cons and Lock-ins. The RE Council and Alice are requesting an interim be hired to only be responsible for these tasks, which should only take 10 to 12 hours a month. There was concern with hiring someone at a set hourly time, and Joe suggested that the position begin with zero hours and increase with the tasks required. Patrick encouraged the idea, as it would offer a cleansing time and some emotional distance between the two Youth Coordinators.

Heather *moved* to approve the hiring of an Interim Youth Coordinator, with the request that the person start with zero hours and then work forward toward the tasks required by them; the *motion* was *seconded* and *passed* unanimously.

It was questioned if a contract should be used to provide an ending period and other stipulations. A decision was not made to use a contract.

Fundraising Report: Carita Barr was present and gave the tallies for the Christmas Bazaar: \$750+ on Saturday and \$203 on Sunday. She also said they would be selling the following Sunday. Carita confirmed that one half of the money will be donated to SisterCare.

The Youth had collected over \$100 in their Taste Challenge. There was a Sunday concert for the Transylvania Partner Church, and \$300 was collected.

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Treasurer's Report: Dave Sparrow gave the Financial Report. Before discussing the statements, he relayed that there was a deposit for \$3200 missing from a September Sunday collection. He and the Finance Committee have been discussing the issue and are making arrangements to ensure the same doesn't happen again. Terry Shaw was present as well to discuss the arrangements being made:

- Bank bags will be used to hold the deposit.
- The doors to Room 1 will be closed so the counters can concentrate.
- The deposit will be locked in Laura's office.
- A staff member will take the deposits each Monday.

Terry also agreed to write an article for the Unigram explaining what happened and what is being done.

Dave went on to summarize the Statements, noting that between the missing deposit and pledges being down, we are in a deficit on the Statement of Financial Position. He also explained the "Other" area on the liabilities side is due to the payments for the temporary heater.

As a result of these issues, the Finance Committee has agreed to hold all special collections until further notice. One major concern for all present is the upcoming Dues Drive.

Furnace Replacement: Patrick passed around a collection of papers concerning the replacement of the furnace(s). Along with his summary were quotes for the work to be done, including replacing the air conditioning unit. (Please see also the notes from the Emergency Meeting of the Board, 12-10-00.)

Kevin *moved* to accept the WB Guimarin proposal for the replacement of the sanctuary furnace and the combustion air duct and roof work, at a total of \$4,828.00; the *motion* was *seconded* and *passed* unanimously.

For now, the decision is to replace the sanctuary furnace, replace the A/C unit sometime before June, and postpone any decisions regarding the second furnace, as the funds are unavailable.

Canvass Committee: The Canvass, and appropriate leadership strategies, will be discussed at the next Board meeting.

Co-Council Report: Dave D. gave an update to the Co-Council.

Minister's Report: Rev. Patrick Price's report was accepted as written.

Administrator's Report: Laura Ingram's report was accepted as written.

Staff Reports: No other staff reports were available. Patrick agreed to ask Susan to get a report to Joe, and he could pass it around via email.

Board Goal Reports: Joe asked to put reports from the workgroups on the agenda for January.

UUA & TJ District Dues: A discussion of the dues drive will be held at the January meeting.

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", Bill agreed to bring a reading, and Dave D. will bring snacks.

Adjournment: After a brief Executive Session to discuss two Personnel issues, the meeting was adjourned at 8:15pm.



Heather Cunningham
Secretary, UUFC Board of Trustees

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Summary of December 11, 2000, Minutes

Motions Passed:

- The Board approved the hiring of an Interim Youth Coordinator, with the request that the person start with zero hours and then increase the number of hours commensurate with the tasks required.
- The Board accepted the WB Guimarin proposal for the replacement of the sanctuary furnace and the combustion air duct and roof work, at a total of \$4,828.00.

Action Items:

- Heather will have the minutes from the November meeting available for approval at the January meeting.
- Mark Tompkins is working on getting job descriptions from the staff members and beginning to create the Employee Handbook.
- Terry Shaw will write a Unigram article explaining the issue of the missing deposit from September.
- The Canvass, Dues Drive, and Board Goal Updates will be given at the January meeting.
- Patrick will ask Susan Corbett to send Joe an email copy of her Board report.

Decisions Made:

- The Finance Committee will hold all special collections until further notice.