**Minutes of UUFC Board of Trustees Meetings in 2008**

**Jessica Kross, Secretary, January – June 2008**

**Dean Smith, Secretary, June – December 2008**

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**Rough Minutes--January 9, 2008**

Present: Ann Cargill, Glenn White, Cheryl Soehl, Joe Long, Mike Paget, Peter Kandis, Mary McGriff, Jessica Kross.

Also Present: Mike Allen, Dave Crockett, Didi Doggette

Minister: Rev. Neal Jones

7: 15 pm Call to order.

**Motions Passed:**

\* Acceptance of consensus agenda except facilities planning which moved to discussion agenda.

\* The Organizational Structure Ad Hoc Committee will report in June.

\* Rental fee for Didi Doggettes six week yoga course waived.

)0> **Consensus agenda by Peter Kandis** )0>

* November minutes
* Reports

• Minister-report sent **President**

.:. Nine members will be attending the Transformational Stewardship Conference in Savannah, 1/18 - 19 request that we use the remainder of the Carnesale funds to help pay for the registration fee for the conference .

• :. I have sent most of the requested material to the UUA Consultant, still need

attendance numbers and annual reports from 05-06 and 04-05 .

* :. South Carolinians for Science Education request to use facility cancelled by them .:. **President-elect**

.:. Facility Planning activities-though not formally designated as such, the Master Plan Committee, Board, Green Grants Group, minister, RE director, and administrator have been operating as the de facto Facility Planning Committee in meetings with Boudreaux to review initial drafts of the Master Plan. That group met December 3rd for the second review of the Master Plan draft. The discussion focused on the first real look at square footage needs. A major decision was that for the current renovation plans, it is likely that we will need to consider a combined sanctuary/social hall space. With this determination, the group realized that a third meeting will need to be scheduled.

A follow-up discussion was held December 20th at Boudreaux with the minister, President, and President-Elect in attendance. The purpose was to discuss possible changes in the initial proposed phases of renovation. The major recommendation was that the sanctuary/social hall area of the building be considered as the initial project, with the religious education wing demolition and eventual rebuilding to be done at a later point in the project. Boudreaux will go back to the drawing table and reconfigure the phases, based on this plan.

As discussions have continued, it has become clearer that the UUFC needs to have the UUA consultant's input on financing our renovations, prior to finalizing the Master Plan. Scheduling of the financial meeting is underway. The next Master Plan meeting with Boudreaux will be scheduled to follow the financial planning session.

o Treasurer-report to be sent

* Administrator-report to be sent
* ORE-report to be sent
* Finance Committee-David Crockett, Ann Cargill
* Buildings & Grounds-Morgan Maclachlan, Glenn White, will speak with John Spade at the City of Columbia about the van accessible handicap space.
* Denominational Relations-Dean Smith, Ruth Sproat,
* Membership-Larry Siegel, Mike Kelly, minutes of last meeting below
* Ministerial Relations-Pat Mohr, Kathy Paget, David Crockett
* RE Committee-Sonya Jones, Peter Kandis,
* Social Action-Toni Jones, Cheryl Soehl
* Worship Committee-Judy Turnipseed, Joe Long
* Master Plan Committee-Mike Paget, the MPC and the Board met with Boudreaux on December 3 to review and give Boudreaux feedback on their work to date. The next meeting for the same group will be scheduled for mid January.
* UU Coffeehouse-Mike Paget, Coffeehouse report-two shows were held in December. On December 8th Barrett Smith, along with 3 supporting players, performed to 118 paid ticket holders. On New Year's Eve, Jack Williams, and 3 supporting players, performed for 65 paid ticket holders. One show is scheduled for January 26th. Seven shows remain for the season, through May. Booking for the 08-09 season is underway.
* Technology Service Committee (TSC)
* Public Relations
* Partner Church sent $500 to the Rev. Zsolt Solymosi and Unitarians in Beszerce from money they fund raised.

**Discussion agenda**

Treasurer's report-sent • President

* I request that we grant Dean Smith's request, "I'm interested in starting a group for secularists (atheists, agnostics, deists, freethinkers) that maybe could meet in the library on a weeknight once a month. What would be the best way for me to go about it? Also, if you can think of a better name than UU Secularists, please share! :)

I'm the organizer for a similar meetup group, Godless Columbia. We've had several visitors and even some new members who first heard about UUFC at the Godless Columbia meet-up. "

* Organizational Structure Ad hoc committee report see below; request extending the term of the committee to June.

• President-Elect

* Report on purchase and installation of the bicycle rack
* Report on proposed construction of the van accessible handicapped parking area
* Draft annual operating calendar (I would share the calendar idea, and propose that it become a draft working document, with input to be actively sought from current and past leadership) .
* Discussion of the UUFC becoming a registered religious group at USC (could Cheryl present this information?)
* Confidentiality draft

Membership Committee Meeting *12/16/07* Minutes

1. The minutes of the meeting of November were reviewed and approved as dictated.
2. The issue of greeters was discussed. We have several new greeters: Linda Brennison, Pat Davey who asked to be on the committee(thanks happy to have you) and Barry Ahrendt. The schedule for greeters is posted on the door behind the greeters table. There will be two each week. Also A board member, usually Don Mohr stands outside the door to greet people before they come in.

3. It was suggested that a quiet place be set aside for one of the greeters to greet new visitors and people with questions. We will try to set aside the table against the wall next to the greeters table for that purpose.

4. We will continue to call new visitors. Furthermore the results of the calls will be emailed to Suzanne Kelsey for her to compile the data.

5. A formal data base was suggested but the implementation was not felt to be consistent with the system used by the administrator.

6. The "how did you hear about us" question on the visitor sign in is now part of that form. The greeters will routinely ask that question of the new visitors.

7 \_ New packets need to be made for the next joining ceremony, It *is* noted that the pledge "card" is really a pledge" sheet,"This should be *clarified* to the new members.

8. At the last visitor orientation the new CD was used and was a success.

9. Carita's new member party will wait till roadwork on her street is done. She will let us know when the party might be.

10. Buzzie Kelly is now making the new member badges. She is also making "ask me" badges. These have only been done for the board so far. She will be asked to make ask me tags for the membership committee and the other greeters.

11. Eve had made a sign-in roster to keep track of people who attend the services. Signing will be voluntary.

12. Eve will be doinq a pulpit editorial in January about mentoring and personal ministry. We are looking for volunteers. The duties of this task need to be further delineated

13. A letter has been drafted to help us determine the number of active members. People who have not pledged or not been active will be asked to contribute the" ABC." The letter will be gentle. People will be asked to tell us if they wish why they have diminished their activity.

Please make additions or corrections. Larry Siegel

Organizational Structure ad hoc committee report

We continue to meet every other week; one member of the group is out of town every other week. You are aware of our work to date on the Membership Counting task and schedule.

We are writing descriptions of the officers and the committees beginning with the description of each in the bylaws and then enhancing them further so that everyone can understand what each is expected to do. We feel it is essential that the current officers and committees participate in this process so they can take ownership of their job descriptions and so they will not feel that something has been imposed on them by outsiders (us). The process has been slow to date but we are agreed on a format for the descriptions and they should move along more rapidly as we get more experience with the task. Scheduling meetings with groups will be time consuming. We surely will not complete the task by February.

Sandy Chubon

**Discussion**

Acceptance of consensus agenda except facilities planning which moved to discussion agenda. Joe moved, Jessica seconded. Agreed

Neal discussed those who are in the hospital.

Keeping Boudreaux bill until $20,000 CD matures Jan 29th.

Decide to mail by the 29th.

Cheryl asked if $750 in Minister's Discretionary fund enough. Answer yes.

Dean Smith's request for group for secularists, etc. to meet in library once a month.

His "Godless Community" group has brought several people into the Fellowship. Mike P concerned with terminology-opposed to "Godless Columbia." Cheryl-is there a group in UUA with a name that this group might be subsumed under. Joe. There "Uumanists" under the UUA. Agreed. Joe suggested he put it in the newsletter and he should look at the UUA website for the name. Joe noted there is a humanist list serve. Neal to talk to Dean.

Peter asked the Organizational Structure Ad Hoc Committee how much longer they need. Joe reported need until June. Ann moved, Joe seconded. Agreed.

Mike Paget noted competency and need for the calendar which would be a reference for what needs to come up regularly. Mike will ask heads of committees to contribute to the calendar. He will be the compiler. Mike Allen says would be useful for the website. Mary noted that it be publicized so people can see what needs to be done.

Ann moved Mike should put together a calendar and put it on the Bulletin Board. Need to mention in the service it there. Peter put calendar in Unigram. Mary seconded. Mike suggested it be sent out to people and to congregation for input. Agreed.

Peter talked to Tamsin Tekemos UUA Stewardship Consultant. Feb. 22nd the date.

She'll meet with Board and leadership the 23rd and to the service the 24th. Ann and Jessica agreed to help. Renovation funding, relationship canvass and capital fund drive. She needs to come and get to know who we are.

Need to recruit a Board Member. Cheryl urges a young adult.

President-Elect. Recommendation to purchase and install green, seven, Saracen bike rack. Jonathan Thompson and Morgan recommended between building and sidewalk on Heyward, Cost about $500. They need to recommend permeable surface under the rack.

Ann reminded us we had approved $400. Mary-wait until CD comes due.

Question what do we do when an item costs more than budgeted. Peter says there must be flexibility.

Should there be a policy? Dave Crockett-you might be better off using case-by case basis and not a policy.

Mike will ask Jonathan to get the order off the web etc and get it to Mike or Morgan which will take until end of January.

Van accessible parking. We should go ahead and install it since it will be in the same place after renovation. Morgan got info from City. Two spaces would be 34' by

18'. Need bids. Peter asks if city would do it? Mike thought not. Peter says go ahead and get bids. Morgan will be asked to get bids. Cheryl-is there grant money available?

Joe-include hard surface to the door. Look into permeable surface.

Cheryl. UUFC becoming a registered religious group. Cheryl notes that if Neal the minister associated with it might take 3 hours a week. There is an old group which had a file so that there. It fairly simple-need some students and some signatures. Cheryl asks for personal commitments. Cheryl downloaded UUA young adule ministry workbook and is pursuing campus ministry materials on UUA website. Should be a ministry to whole campus with speakers, etc. Would take 3-4 weeks once started.

Mike. Campus should be natural place to find people. But it would be Neal who

had to put in the time. Maybe wait until we have a full time RE lifetime person.

Cheryl put ad in Gamecock for Monday and Friday.

Didi said she would be willing to commit time to a campus ministry.

Neal says with credentialing thing going on now he reluctant to take it on. We are getting grad students. Grad student Jonathan Romm has been proselytizing for us.

Peter suggested that those interested in this discuss it and come back with a motion for the Board. His concern is that last week we had 135 people in the Service which means we full. Glenn-there are actually 190 seats. Peter-we need to bring in people with resources-do we want to spend lots of our energy on students.

Mike-discussed in LRP that we need outreach to area colleges.

Facility planning committee. Glenn. Priorities have shifted. Sanctuary-social hall shifted to first priority maybe. Peter-maybe we need more capacity first and then RE wing. Mike, Neal and Peter went to Boudreux to express those concerns. They set up visit to Shandon Methodist. Quality of work high and it reassuring.

Mike. After last meeting we didn't have a plan we could take to congregation or financial planner. Neal suggested flipping phases. Informal meeting with Boudreaux to see if we could do that. They met with Anna and Irene. They are going to develop a Feb 4th presentation which would discuss this.

Glenn-is there a downside for flipping priorities. Peter-asked if it will fall down-no but keep an eye on things. Part of plan would be bringing this part of building up to code which would mean HVAC renovation which includes smaller units which would handle RE wing and be used for new building when we do it.

Didi. If we expand with more children we could still put in a portable.

Ann. If we change focus does Bourdreaux charge us more? Peter. They didn't say there would be. Mike. Original contract calls for 2-3 meetings and this one will be the 3rd• It doesn't seem we will have to pay more for a masterplan.

Mike. If there is a flip where would we meet during construction? Maybe can work in each half?

Cheryl-if we a registered student group we could use Rutledge or the theater if they available.

Glenn-we talked about meeting at Hand.

Confidentiality draft. Will discuss next time. Peter-should *run by Tom Turnipseed who* has strong feelings about this. Mike agreed.

Joe-suggests considering that Board members and staff sign a statement on confidentiality. Mike will add this. Cheryl will send us the USC statement.

Neal. Its been five *years* since pictorial directory and *maybe* time for this again. Probably need an ad hoc committee of 2-3 people.

Don't need to guarantee sales. Before done by Isabel and Regina.

Didi. This Sunday an RE table-maybe could be part of.

Peter would need to appoint an ad hoc committee. He likes the idea.

Gin will find two or three companies and pass on that information. Peter-should Gin do that research. Yes. Peter asks for suggestions for people

who would do that. New couple the Pixleys-maybe willing to help.

Jon Starino asked if he could sell professional photos after the service and he would give us a percentage. Perhaps not because they are political photographs. Neal-there are times we have fund-raising bazaars or Beltane and that might be more appropriate. He could also advertise on our bulletin board.

Didi. She wants to teach yoga and meditation here. She talked to Neal. Six week course which she would be paid for and then give some to the Fellowship. How should this be done?

Peter-let's let this six week course run. Then see what happens.

Jessica. Concerns about this as a spiritual practice taught by a staff member. Mike. Yoga taught at Trinity by a member there. Do we need a policy about

renting to our own members. Neal we do have that. Didi should be paid since it not her job.

Dave. Two tier rental policy.

Didi-what if not enough people came to cover rent.

Cheryl. University will not allow the University's name in the group.

Move to waive rental fees for six weeks to see how it goes. Ann moved, Cheryl seconded. Agreed.

9:00 adjourned.

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**February 13, 2008-UUFC BOARD**

Present: Mary, Mike K, Larry Siegel, Jessica, Glenn, Peter, Cheryl, Joe, Mike P

Minister: Neal Jones

Also Present: Dave Crockett, Jennifer Kline, Didi Doggette

7: 10. Convened.

**MOTIONS PASSED**

\* Accept Consensus Agenda.

\* Allow homeschoolers to use the facilities on Monday mornings pending investigation of liability issues.

\* At the next meeting each Board member will sign a confidentiality statement.

\* Henceforth each new Board member will sign a confidentiality statement.

**CONSENSUS AGENDA**

* January minutes
* Various Reports

Glenn. Would like to discuss committee reports. Would prefer a report rather than minutes. An executive summary.

Peter. Maybe Board Liaison could get whole report.

Joe. Ask Committees to flag what Board needs to know and what the Committees are asking of the Board. Agreed.

Dave. Finance Committee Report to Discussion Agenda.

Motion to accept Consensus. Larry, Joe, Agreed.

Discussion Agenda.

Jennifer Kline. Ask Board ifHomeschoolers can use facilities on Monday morning. Extracurricular activities for children.

Cheryl-what about liability issues? Peter need to look into.

Glenn will look into liability. Do we need to go program group route? Peter. This is a seed thing. Maybe more concrete proposal later.

We have a lot of homeschoolers in the congregation. At least 4 families.

Mary-moves to allow homeschoolers to meet pending liability issues. Mike P second. Agreed.

Welcome Larry Siegel to the Board. Eve Ross now chair of Membership.

Treasurer. Cashed in CD and paid last Boudreaux. Have other expenses. Neal's 401 (k), TJ dues, and Endowment. $4251.00.

Neal-have Gin put in Unigram collections, needs, and attendance.

Peter. Asks Board to read Wayne Clark letter on assessment.

We need to contact the various groups to tell them to be there. Board liaisons will contact the various groups. People should be ready to meet at these times, not arrive at these times.

Core leaders-Board, past presidents and larger standing committees. Peter will have a number for Neal.

March 9th. Boudreaux will present Master Plan. Need to get a good head start on raising money for the capitol drive.

Wonderful W ednesay. Begins February 20th.

March 12th next Board meeting. Move it to March 11th. Neal will tell Gin change of date for Unigram.

TJ District Awards. Nominate Gin for newsletter award. Nominate other people for other awards. Maybe a calendar item.

Mike Paget. Confidentiality statement. As policy and signed by the Board.

Joe. By signature "I certify that I have read .... "

Larry moved, Mike K. seconded. Agreed.

Next meeting we should bring forms and sign them. Ask Gin to set up a file and keep them on file. Mike win ask her. Gin should include in Unigram that we did this and include the form.

David Crockett. Clarity from Board on members of finance committee. What does Board want from committee or new members.

Joe. How long a member here; member elsewhere; skills to

finance committee. Felony?

Larry-do you still need people? David. Yes.

Joe. 3rd basket for alcove? Or have both people do alcove. Peter. Membership committee asked for more greeters. Need a

third person during the peak. Ask Board Members to be out there.

Larry. There a greeter schedule. Larry will email Peter a list of what greeters should do.

Peter. Talent survey. Need to access that. Concern ofRE to share data base and information. When we get Access ACS running an individual will be able to see what they've paid and change information. Shared calendar and notices. We now have a lot of technically savvy young people and maybe can harness them.

Larry. People call and ask for rides. Sometimes males nobody has ever heard of. Need a policy. Peter-do we need a policy? Cheryl there's a volunteer program in 5 Points area for people with disability. '\ Larry will put together a statement.

Mary. Met with Life Touch and accepted a proposal for a picture directory. Need a new date which will probably be April 4th or 5th• Everybody gets a free 8xlO. Also a CD for online directory.

Mike P. Still working on van accessible parking.

Some feedback. We friendly and Neal a good speaker.

Bike rack is here. Joan and Bob Admiston will help pay for it.

Good coffee house last week at art museum sold out. This week Storyhill here.

Adjourned. 8:15.

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**UUFC--Minutes *3/11/2008***

Attending: Peter, Mike P, Mike K, Larry Siegel, Mary McGriff, Ann Cargill, Glenn White, Jessica Kross, Cheryl Soehl

Guests: Mike Allen, Eve Ross, Didi Doggette ,Dave Crockett

**MOTIONS PASSED**

\*Consensus Agenda passed as below.

**ACTIONS TAKEN**

\* The Nominating Committee has agreed to report to the Board next month with proposal to change bylaws regarding committees. \*Board will request input via the Unigram about having a Committee night each month with a potluck during which all committees meet.

\* Agreed to propose changing structure and function of Ministerial Relations Committee as part of new bylaws change.

\* Asked for more information about a proposed school.

**Consensus Agenda as presented by Peter: March 11,20087:00 PM**

* February minutes Accepted
* Reports
* Minister-report sent
* President
* Create an Ad Hoc adult RE committee and add a line item in next year's budget for the committee
* The Technical Services Committee (TSC)is working to upgrade our web presence.
* The TSC and friends Andrea Pixley and Justin Shearer are working on rolling out the Web application of our church management software system. This will allow members and friends to

see their financial contributions, shared calendars of events, meetings, services, etc, talents, interests, and community bulletin board.

* Our community calendar etc will be accessed from our website. The TSC will be adding more pictures of members & friends so our website does not make the UUFC look like just a building. It will be even easier to hear Neal's sermons on line.
* I have asked Regina Moody and Pat Mohr who did the memory lane of pictures for last year's canvass to make that series of pictures available for our site
* A full set of documents from our Master Plan including engineering reports, phasing studies (both architectural and financial), etc will be available on our site.

Various Reports. .

Consensus agenda accepted. Glenn White moved, Ann Cargill seconded. Agreed.

~ **Discussion Agenda.**

Y **Membership agenda.** Eve Ross presented a suggestion for

rationalizing committee meetings by having a potluck and then the meetings all on the same night once a month

~ Problem if people on more than one committee.

~ Various suggestions about having two sets of meetings that night

and whether dinner should be before or after.

> Note that it hard to be effective on more than once committee.

> Note that many members of Membership on more than one committee.

}- What about people unable to drive at night.

~ Nominating committee is undertaking a broader role as a leader

development committee. Will help recruit committee members and chairs of committees.

> This arrangement would mean Board members who liaison with committees would have to go to two meetings a month.

~ Might be hard two Wednesdays in a row but better for committees

to meet before the Board meeting so can get action quickly.

> Note how great that so many people want to be part of life of

Fellowship.

> Question about viability of Denominational Affairs Committee.

}- One of long term goals was to annually review committees.

> Should there be fewer standing committees & more ad hoc

committees?

}- Eve willing to look at the committees and how they fit into bylaws.

> Nominating willing to take on report to Board next month with proposal to change bylaws regarding committees.

~ Board backs having a Committee Night. Peter wants it to begin

sooner rather than later. Peter will put a notice in the Unigram and ask for comment. Ann will help with the wording and get it to Gin.

}- Eve reports that an attendance book will be circulated during the

offeratory .

~ **Treasurer's Report.**

> We are caught up on TJ and UUA dues and Neal's pension.

}- We have $100 contribution to the Endowment.

Discussion of reaction to master plan. Positive.

**Stewardship Campaign.** It too late for one-on-one canvass.

Don Dodson will co-chair the campaign. He's been a fund raiser he a retired University professor.

Peter noted that we are doing more than raising money: also building community, sharing a vision, supportingthe denomination and district.

Debt service needs to be a line item. We have no debt now. We need to work toward having 25% of our budget debt service once we undertake a capital funding obligation. Peter recommends that we get an equity line so we could buy chairs or such and we would already have it in the budget.

Built-in expenses next year

Neal and Didi will be 12 month.

Budget will be flat for 2-3 years during a capital fund drive.

We need to put employees on top even if can only give them COLA's.

Stewardship campaign takes 7 months. We need to have stable stewardship leadership.

There are also immediate facility needs before a renovation. Need chairs, HVAC, van accessibility. Need priority list to present to congregation.

It easier to raise money for something concrete rather than something like" debt service." Can raise money for chairs and air conditioner. What's important is that it is going to continue, not just one time.

~ Mike P-we should go to visit area churches to see flexible

seating.

**Ministerial Relations Committee** -- Requests that the Board endorse a By laws change to restructure the current Ministerial Relations Committee (MRC) to a more comprehensive and efficient model, a Shared Ministry Committee (SMC).

Like non-profit advisory board.

Would assess ministry health of congregation. Would be ombudsperson for the congregation Would support minister and ministry.

Board agrees. *'jr*

/"- **Proposal for a school.**

~ Board requested more information.

Confidentiality statements deferred to next month. Gin will • put them in Mike P'S box.

9: 10. Adjourn.

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**ROUGH MINUTES--April 9, 2008**

PRESENT: PETER KANDIS, GLENN WHITE, MARY MCGRIFF, MIKE KELLY, MIKE PAGET, LARRY SIEGEL, CHERYL SOEHL, JESSICA KROSS.

ALSO ATTENDING: DON DODSON, DAVID CROCKETT, DIDI DOGGETT. MINISTER: .NEAL JONES.

7:15 CONVENED

***MOTIONS PASSED:***

ACCEPT CONSENSUS AGENDA.

SEND UP TO THREE MEMBERS OF THE LEADERSHIP TO LEADERSHIP SCHOOL AT THE MOUNTAIN.

INSTALL AIRCONDITIONING UNIT IN DRE'S OFFICE AT END OF THIS FISCAL YEAR SO THAT IT APPEARS IN NEXT YEAR'S BUDGET.

LOOK INTO INSTALLING DEMAND ONLY HOT WATER HEATER FOR NURSERY AND BATHROOMS.

AMERICANS UNITED FOR SEPARATION OF CHURCH AND STATE CAN MEET RENT-FREE FOR THE TIME BEING.

CONSENSUS AGENDA

* President=Horne School Science Fair at the Fellowship. lOam till 2pm on Saturday May 17th. Currently there is no other event scheduled. Participants will take up a collection to pay something toward expenses.
* Buildings & Grounds-Morgan Maclachlan, Glenn White, bike rack installed
* Nominating committee-Eve Ross, Larry Siegel Nominating officially submits

this slate to the board:

Pres. Elect - Joe Long Secretary - Dean Smith

Trustees - Larry Siegel, Don Dodson, Mike Allen, James E. Wilson (This is enough because the Board will be reduced by one position this year, and one next year.)

Nominating Committee Board member - Cheryl Soehl

We suggest that the Board invite those on this list who aren't currently on the Board to visit a board meeting soon, to observe how board meetings are currently run.

It is unfortunate that there are no women on the slate for the Board. Women and men were interspersed equally on the list of people we asked to consider being officers and trustees, and it just so happened that the women declined and the men accepted. Best laid plans ...

Nominating asked all the committee chairs whether they wanted any changes to their bylaws descriptions, perhaps to move some responsibilities to an ad hoc committee. No one wanted any changes, other than Ministerial Relations (they will provide you with their proposal), Denominational Affairs wanted to be abolished, and of course Nominating wants to move in more of a leader development direction.

Nominating suggests more encouragement of board liaisons to discern which committees are struggling and how to help them. The liaison can establish trust with the committee chair, and help them along in very basic ways - how to recruit committee members, how to schedule a meeting, etc. There are at least a few committees that are struggling on that level.

Membership-Eve Ross, Mike Kelly **Report on membership changes:**

Laura Woodworth - moved

David Roof - moved

**Deceased** Jack Sproat

**New Members**

Michelle Andra (moved back to Columbia; pledged in last canvass)

David Long (formerly friend)

Sean DiMaria

Debra Darkfyre

Peter and Joanne Rich Jeff and Andrea Pixley Chris and Sarah Pregnall

Old number: 141 New number: 148

**Regular attendees who have said they want to become members:**

(Board members, please go out of your way to meet them, welcome them, and encourage them)

Jeff and Heather Shelton - rejoin Linda Steffey - rejoin

Jonathan Thompson - rejoin Michael Berg

Margaret Bangs

Joyce Brannen

Brian and Andrea Dudick Beth Johnson

Next visitor orientation: Sunday, April 27 Next joining ceremony: Sunday, May 18

CONSENSUS. GLENN MOVED, MIKE KELLY SECONDED. AGREED.

DISCUSSION AGENDA

TREASURER'S REPORT.

Feedback On Committee Night Proposal? Some Douibts Expressed

Mike P. Enthusiastic About The Mountain And Leadership School. We Want To Send More Than One Person: Now Ann Cargill And Joe Long Are Going.

Rationale For Sending To Leadership School Is Position Of Leadership In The Fellowship. Executive Committee; Heads Of Nominating, Membership, New Mrc. Eve Ross Suggested. If She Unable To Go Dean Smith. Mike Paget Will Ask. Cost $750.

Mike Paget Has Been Asked To Be On Faculty For Leadership School.

Building And Grounds-Glenn. Discussion Of Airconditioning For Dre Office. The Big Expense Is Running An Electric Line. We Could Reuse The Unit Which A High Efficiency Heat Pump.

Glenn-Should We Put This In Next Year's Budget. Dave Crockett Working On Next Year's Budget.

Neal-We Need A Line Item For Capital Improvements. Will Get Us In The Habit Of

*r'* Setting Aside Part Of The Budget For Debt Service.

Dave Crockett-Money For Cleaning Service Not Being Used. John Working More Hours. Can Take Some Of That Money.

Glenn-We Have $9,000 As Cushion Which Not A Month's Worth Of Expenses. Mike P. Get Information And Install It On The *08/09* Budget. Joe Second. Agreed.

Peter-Leaking Water Heater In Nursery. Fixing It Can Also Provide Hot Water For The Bathrooms.

Moved: We Authorize Hot Water Heater For Nursery And For Bathrooms. Joe Moved, Larry Seconded.

Mike P-Could We Put In On Demand Water Heaters Which Green And Could Be Used In New Building.

Peter. Can Put Timer On Water Heater. Timer Costs $30.00. Discussion Of When/Who To Turn It Off.

Peter. Shall We Go To Tankless If$1500. Agreed.

Board And Minister Signed Confidentiality Statements. Board.

Neal. He Organizing Americans United For Separation Of Church And State. Asks Board If They Can They Meet Here Monthly For Free For The Time Being. Agreed

BREAK.

8:15. APPRECIATE INQUIRY EXERCISE.

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 **Minutes Uufc June 11, 2008**

Present: Mike Paget, Larry Siegel, Mike Kelly., Mary Mcgriff, Cheryl Soehl, Joe Long, Ann Cargill, Jessica Kross.

Also Present: Dean Smith, James E. Wilson, David Crockett, Mike Allen.

Minister: Neal Jones.

7: 10. Mike P. Called The Meeting To Order.

Motions Passed

\* Accept Consensus Agenda.

\* Accept May Minutes With Amendments Which The Posted Minutes Reflect. \* Approve Draft Budget Revised By David Crockett

Per Discussion By The Board.

Consensus Agenda.

Report From NealOn His Progress Through The Candidacy Process. He's Passed

The First Hurdles. The Process Will Be Another Year Or Year And A Half.

Congratulations From The Board.

New Copier Due Next Week. Mike Allen Working On It.

"Torture Is Wrong Banner" Is Now Hanging From The Woodrow st. Side Of The Fellowship.

Accept May Minutes With Amendments. Mike Kelly Moved, Joe Long. Agreed.

Master Plan. Mike Paget. We Got Final Report. He Will Give Disk To Mike Allen Will Post The Final Report To The Website. We Need A Neighborhood Dropin-Should Wait Until Fall.

Coffee House Report. Average Here Is 95 People/Show.

Treasurer's Reports. Balance Down To $6000 In Checking.

Glenn Is Following Up On Getting A Bookkeeper.

Canvass Update. Dave Crockett. $123,000 On 62 Pledges. 67 Haven't Turned In Pledges Yet.

Need To Have More Pledge Cards Easily Available.

Discussion Of Budget.

Large Increase In Building And Grounds Which Is A Composite Of Deferred Maintenance And Anything Else Needing Doing.

Joe-We Need To Separate Ongoing From Capital Improvements.

Mike Paget. We're Not Where We Need To Be To Raise Enough Money For Renovations. We're Maybe 12-18 Months Away From A Capital Funds Drive.

Do We Have Pressing Needs And Improvements That Would Bring New People

In.

Discussion Of Chairs; Windows In The Foyer; Better Signage; Van Accessible Parking; Hvac; Landscaping. Maybe $1,000. We Need A Plan.

Chairs Might Be Acquired Through Fund-Raising.

Motion To Approve Draft Budget Revised By David

Per Discussion By The Board. Larry Moved, Mary Seconded. Agreed.

We Will Hold A Pre-Annual Meeting Budget Discussion On June 17, At 7:00.

Mike P.

Drop Adair Piano Tuning. Rely On Carl Eisenstadt.

Rental Rate Question About Narcotics Anonymous. Not Happy About Raising Their Rent As Per Decision Last Month. We Stand By Our Last Decision.

*r>.* Mike Allen. Technical Support Committee. They Will Have A Meeting.

Joe- Tsc Should Have A Policy About What To Be Made Public-P.E. Children's Phone Numbers.

Mike-This Will Happen.

Cheryl. What We Still Need To Officially Become A Welcoming Congregation.

We Have Nobody Trained In Uu Sexuality Curriculum.

The Board Needs A Resolution To Pursue Training Somebody In "OwL"

We Need To Adjust Our Bylaws To Reflect Gender Nondiscrimination In Hiring A Minister.

We Need To Have Welcoming Statement In A Brochure. We Can Have Something On The Website And Advertise That We Welcome Gay, Lesbian And Transgender People.

Cheryl Will Revise What She Has Done In The Right Form And Is Putting Together A Notebook.

Adjourned. 9:10.

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**July 9, 2008 Board Meeting Minutes**

**Present**: Mike Paget, Larry Siegel, Peter Kandis, Andrea Pixley, James E. Wilson, Ann Cargill, Glenn White, Don Dodson, Joe Long, Mike Allen, Dean Smith

Also Present: David Crockett, Chair of Finance Committee  
  
Minister: Neal Jones  
  
7:15 Mike P. called the meeting to order.

Requests from Mike:  
  
Commitment to read consensus reports if available by close of business.  
  
Email for logistics, not discussion, except for urgent matters.

**Consensus Agenda**: Ann moved, Joe seconded, motion to accept Consensus Agenda passed.  
  
**Discussion Agenda**  
   
Treasurer's Report/Ann: Detailed explanation. National Dues Fully Paid-Fair Share, Loose Plate Collection Up. Bookkeeper: Can members apply for position? Discussed, board had determined no. Motion: Bookkeeper hired by the Board must not be a member-Moved by Larry, seconded by Joe, accepted unanimously.  
  
Canvas Update/Peter: 86 pledged, 47 out. Letter being mailed to unpledged.  
  
Master Plan/Mike P.: Sanctuary vs. Social Hall space. Field trip to compare our space with others.  
  
Neighbors Drop-in/Mike P.  
  
Committee Chairs/Mike P. Joe-Leadership Development. Mike-how many on committees?  
  
Board Liaisons: Caring & Hospitality-James. Denominational Connections- Peter. Finance-David. Membership-Larry. Ministerial Relations/Shared Ministry-David. Nominating-Peter. Personnel-Mike. RE-Andrea. SAC- Dean. Worship-Joe.

Update president's plaque, mailbox assignments, bulletin board, website-Mike. Gin can do mailbox assignments and bulletin boards. PR (Kevin and Ann?) committee placques?  
  
Aug 9 Retreat: Location-Lloyd Edwards Episcopal Church of the Cross behind the new WalMart on Garners Ferry. Starts at 9 AM. Lunch provided. \*Long-range plan-annual review, Joe leads discussion. Don has experience in strategic planning. Pinpoint things to tackle. \*Sign confidentiality statements. Also finance committee members/committee chairs. Also membership committee. \*Review by-laws. At-large members 5 to 4? Youth membership? \*Process vs. product work Peter and Mike. Annual Pledge ->Longer Stewardship? Procedure committee has to do with overall management and procedure goals in organizations, procedure to expand on by-laws for each committee. 2nd level of documentation. Put on committee-section of site. \*Status of Master Plan. \*Out by 2:00. Invite others so meeting will be open. Put notice.  
  
Shared Ministry Committee/David: Sign contract for Neal on behalf of the congregation...yearly until Neal is credentialed. Joe moved, Larry seconded, motion to sign contract passed.  
  
Technology Services Committee Report/Mike: Board members (executive committe) have accounts to conduct business, must log-in at partner page which shows email address and board documents. Emails can be archived. Can be deleted from personal email, will be saved at UUFC end. Works like gmail. Mike A. will send instructions.

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**August 9, 2008 Retreat Minutes**

Retreat 9:00 AM, Church of the Cross

Attending: Mike Padgett, Peter Kandis, Joe Long, Dean Smith, Mike Allen, Andrea Pixley, James E. Wilson, Larry Siegel, Ann Cargill, Glenn White, Don Dodson, Didi

Minister: Neal Jones

Also in Attendance: Didi Dogette

9:30 AM Lighting of the Chalice, Reading

Checking-in Process: self-reports

Mike: Circle of Courage, Not in the community if you're not at it, Pastoral Care

Consensus Agenda: Everyone can submit a report for the consensus agenda. Discussion, informational, no need to approve.

Gin announces sermon title and wayside pulpit in paper. Mary Machlachlan to chair Nominating.

Joe Long moved to approve proposed chairs. Passed unanimously.

Neal: term limits for chairs? Three years. Larry: chair-elect? Andrea: continuity notebooks? Peter: Chair/Liaison/Contact List.

Discussion Agenda: Everyone can submit something for discussion.

Treasurer's Report: New account under Gifts, plate collections, 2nd Sunday collection. Religious education-no money transferred to committee due to expiration of automatic transfer. Lower dues UUA. Social Concerns: loose plate extra 100 for separation of church and state. Atlanta churches all of loose plate except one Sunday a month, need policy on choosing organizations, must be qualified 5013C before we can adopt. Atlanta church takes applications from organizations being considered, ranked, done in order. Ask SAC to prepare policy. Treasurer will help. Peter: 5th Sunday loose to UUA or TJD social concerns (four 5th Sundays a year). Ann moves for SAC to consider creating said policy and method of implementation. Discussion-Andrea: on our turn specify what it's for. Joe: amount on plate is over and above pledges. SAC liaison to present to SAC chair. Specific pledge are honored but discouraged. Question called, passed unanimously. Motion passed unanimously.//Gin's old records, some can be discarded, 10 years of financial records, retention policy? Ann will develop policy. Historical interest, historian? Don Mohr or Jessica Kross or Regina would be good candidates. //Other, insurance report, save money by increasing deductible from 500 to 1000. Liability and employee practices insurance added.

Process and Covenant: Peter-what is the value of the board? Joe: board is intermediary between annual congregational meetings, implements policy of the congregation. Didi: keeps church organized. Peter: boards ask if and what while committees ask how. Board can add or remove committee chairs and members. Board sets policies, is outwardly focused, determines direction, responsible for stewardship, short term should be committee or staff, must avoid being bogged in short-term. Responsible for evaluating tasks. See handout. Board is a small group designed to bring value to the congregation. Small group processes-openness, interdependence, synergy. Modes of governance: fiduciary, strategic, and generative (sense of problems and opportunities, paradigm shift, our story). We're listed among the strong congregation in our pledge drive. Median of 1200, mean of 1700, above goal/average. We have enough that we can share with the world. Sense-making body. Our process is critical. Holistic, non-dictatorial, open communication model. Mike: want the best product, not the product of the loudest voice. Can't aim at product and ignore contributions. Products with better thinking and more investment. Neal: Board members as role models. Our process models our relations. Community more important than product.

Mike: agenda items that can be deferred. Covenant cannot be rushed. Develop with presence of committee chairs. Stewardship 08-09—September Meeting. Peter: recommends finance committee to work with Neal, 40 people have not pledged, 10 financial hardship, other 30 contributing to plate? Membership Committee, how many are new? Letters and calls have been made. Learn about individuals involved. Hard pledges may require cut in B&G. Median of 1200 and mean of 1400 to meet goals. Larry: attendance up 30% from last year, pledges not up 10%. Ann: membership and attendance separate. Mike: full house during slow attendance period. Over 80% of seats filled. Neal: 150 people, 190 seats. Mike: we have to have more seats. $10,000 to purchase 200 chairs, buy your own seat drive. Architects say sanctuary and social hall will have to share space. Ideas on space-sharing within 6 months. Playground tree is down, what to do with playground? Spring mountain retreat. Music deepening. Board members should sit in front, attend regularly. Cheryl Soehl asked to pay 25 for pride event—doesn't need board approval. Neal: Board members speak to visitors. Mike: Eve says 20 people at last vistor's orientation. 11:24 break.

Committee Chairs and Membes join 11:35. Chalice Lighting. Reading from Chosen Faith.

Mike: Everyone who comes in contributes. Confidentiality statements. Need to be aware of privacy and sensitive informaton. Attendees read and sign.

Covenant Discussion: About building community through valuing individual contributions. People who are undervalued tend to undermine.

Brainstorming: Check-in/Check-out. Check with each person for input. Have process-observer. Stay on task. Do not monopolize. Be engaged before and during. Review reports prior to meeting. Submit reports 48 hours before meeting. Support group's decisions. Robert's Rules of Order-tool in our toolbox-training. Responsibility to speak up and to respect/listen. UUFC Rules of Order. Hitchhiking connections.

Covenant instead of contract. Use at annual meeting. Importance of Process-Observer. Build relationships within the meeting time. Reinforce, expand, and support other's ideas-interconnection.

Joe Long: Leadership, organization, and polity. More explicit committee procedures and responsibilities. Needed: by-law revisions, nominating committee role expanded to develop leadership.

Growth-expanding and improving RE. Now have pt re director. Didi: HS group. Neal: Voyagers? Eve: about the same. Jonathon Thompson new moderator. Also Heather. Proposed weeknight event. No leadership—Didi get parents involved? Peter Kandis-youth representative to board. LR Plan on Website. One-page priorities. Long-term goal: FT RE Director.

More religious education for adults. Expand outreach and visibility. Activate publicity committee. Donate unpledged plate and publicize. Outreach to colleges. Faith-based funding for prison ministry? Second Sunday morning service. Increase size of sanctuary. Increase attendance by 5%. Board review of possible ad hoc communications committee.

Minister, Staff, RE, and Volunteers: Strengthen RE committee. Hire nursery staff. Hire minister. Define job descriptions. Determine staff compensation and benefits.

All pay to UUA guidelines-accomplished. Develop shared ministry. Expand membership's committee's role, add minesterial relations committee. Find gifts of members.

Buldings and Grounds: Remain in current location. Green sanctuary. Master Plan. Carry out renovations. Improve maintenance process. B&G committee planning vs. operations. Online meetings. Deal with clutter. Décor. Gatekeeper for gifts like furniture. Marquis. HVAC.

Finances: Increase revenues to meet organizational goals. Detailed financial report. Compliance with laws, UUA guidelines, and accepted practice. Audit is expensive. Determine necessary contributions for monthly operations.

Membership Development: Collect information. ID member needs, wants and assets. Define membership statement. Already in by-laws. What do we intend to provide for membership==goals. Develop membership package—done.

Don: Strategic Action Plan.Simplify. One-page. Mike: committee review plan, indicate what's been done and what needs to be done. Don: visibility of incremental successes.

Janet Swigler: Show progress. Larry: QA monitoring. Correction process.

(Don, management mentor?)

Judy: Columbia Star article about tree on website. Peter: NY Times full-page ad re Knoxville Shooting.

(Turnipseed wants Barr on Seed Show)

UUFC Mailbox List 08=09. Peter denominational connection. Joe-finding out membership status of contacts. Eve: provide member list. Member password, view membership and update own entry with ACS. Andrea: setting up groups, RE by September goal. New ad hoc committee: Shared Sanctuary and Social Hall Space, chaired by Janet Swigler.

Mike: Committee Descriptions. Roles/Responsibilities. Based on by-laws. Committee night. First Wed of month committee night, potluck, 6:00, rotate by committee, strengthen committee and relationship with liaison. Chair-elect. Childcare provided. Committee responsibility rotates. Peter-administrative duties done by Gin, John help with set-up. Andrea-multiple committee membership? UFETA, vegetarian potluck. Less paper, wash dishes. Eve: share preparation responsibility. Janet: point person. Mike: chair is point person and can draw on other committees. Peter: idea not well-formed yet. Plan not now. Invite nonmembers. See if you want to be on committee. Janet: John Squires should set up and take down tables and chairs. Mike: will set up first committee night. Peter: board should attend. Sep 3 is first one.

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**September 10, 2008 Board Minutes**

7:00 PM, UUFC

Attending: Mike Padgett, Joe Long, Dean Smith, Mike Allen, Andrea Pixley, James E. Wilson, Larry Siegel, Treasurers

Also Present: Didi Dogette

Minister: Neal Jones

7:10 PM: Chalice, Check-in, and Covenant.

Process Observer: Joe Long

Preliminary Discussion: \*Accessing minutes, training document emailed shortly before next meeting.\*Only $300 short of completing chair fund raising.

**Consensus Agenda**: Accepted

**Discussion Agenda**:

**Treasurer's Report**: Regina—sanctuary plan to use all 250 chairs to arrive Oct 25.

Diagrams provided, costs detailed. Buyer for theater seats ($100) will take out on Oct 13.

Support Letter for Neal: Statement of congregation's sponsorship and confidence. Motion to pass. No discussion. Motion passed unanimously. Thanks to ministerial relations committee.

Mike P.: Unigram policy, Unigram sensitive to bias, including political. Can't do this as an institution. Need a policy on what can go in.

**Capital Funds Drive**: Relate to stewardship. Chairs will be an accomplishment of a $15,000 purchase. Stewardship, Peter—community building, emphasize community. Next year person-to-person Stewardship campaign. 2010 do Capital Funds Drive and Stewardship Campaign together. Neal—budget will stay flat, needs prior build up.

Larry: Membership about 160, over 200 members next year? Report from Membership Committee on retention. Didi—RE plays a role in attraction and retention, getting crowded in RE, Senior High class started, parents assisting.

Buildings and Grounds: Chairs ordered, will arrive in 2 months. Transition plans rolled out by end of Sep. Storage? Custodial supplies? Make space clean and orderly. Sound people look at sound room. Find ways to use space efficiently. Fire Marshal must inspect. Flammables have to go. Foyer improvement much better. Ushers to help people find seating. Identify cleanup date.

Sign up to do announcements in plenty of time.

Committee Night: Successful. Summary on 'how to run committee night'. Thanks to visitors who cleaned up. Make sure members have their job descriptions handy. Establish a routine where people feel their input is valued. 35 people attended CN. Mike P. provided list of committee members and chairs. No chair yet for Nominating Committee. SAC working on proposal for loose plate--must keep track of who we've given to. Sandy Chubon will continue to chair Caring committee.

Mike P.: Can city provide handicapped parking? Don may be able to contact someone. Mike will send Don an email with details. Ethically troubling not to do this.

Committees: Defer committee restructuring, Mike will ask committees to report on desired changes. Peter—greater youth environment, nonvoting youth member on Board? Youth retention.

Larry: develop people to become chairs. By-laws committee suggested potential revisions. Documentation to be gathered for congregational meeting, Mike will ask people to send to him. Invitation to members when sanctuary transition is done.

Neal: Minister brings names to Ministerial Committee. Neal submits three names to replace Pat Mohr. Transition at end of fiscal year. Candidates are Jessica Kross, Peter Kandis, and Barry Ahrendt. Secret ballot is held. Jessica is first choice. Mike will approach Jessica.

Check Out

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**October 8, 2008 Minutes**

7:00 PM, UUFC

Attending: Mike Padgett, Joe Long, Dean Smith, Mike Allen, Andrea Pixley, James E. Wilson, Larry Siegel, Glenn White

Also Present: Didi Dogette and Regina

Minister: Neal Jones

**Preliminary Discussion**: \*Accessing minutes, training document emailed shortly before next meeting.\*Only $300 short of completing chair fund raising.

**Consensus Agenda**: Accepted

**Sanctuary Committe Report**: Sanctuary plan to use all 250 chairs to arrive Oct 25. Diagrams provided, costs detailed. Buyer for theater seats ($100) will take out on Oct 13. Motion to authorize committee to spend up to $8,600 and report back, seconded. Vote: passed unanimously.

**Treasurer's Report**: Explains printed report.

**Social Action Committee Report**: Congregational vote to be listed as welcoming church. UUA loose plate donation. NRCAT conference call.

**Use Policy for Plates and Disposable Products:** Discuss requiring all official UUFC functions to use available dishware instead of disposable items. Corn starch cups? Enough dishware and silverware, need more cups. Youth leadership on environmental issues. Statement for preference of dishes and compostable products. Visibility of recycle bin.

**TSC Report**: Phone issues. Intermittency, interference, dropped calls, slow internet.

**President's Report**: Committee Night review, need to boost interest and attendance. 10 Standing Committees and Adult Ed. Nov/Dec Organizational Committee to conduct training for other committees.

Chair Raising Celebration, chairs delivered, sit-ready Oct 26. Celebrate that day. Pre-service Mimosa around 10 AM.

Oct 18 workday to clean up stage, etc. Get rid of wooden chairs. Donate to habitat? Kids paint and sell? Members first crack.

Van-accessible parking update estimate, city will assist, guessing $2-3,000.

By-laws need review.

Procedural: 15 day notification before congregational meeting.

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**November 12 2008 Board Meeting**

Attending: Mike Padgett, Peter Kandis, Joe Long, Dean Smith, Andrea Pixley, James Wilson, Larry Siegal, Glenn White, Ann Cargill

Also Present: Don Mohr, Mary Machlachlan, Noelle

Minister: Neal Jones

* Floor delayed. Wall will be taken out. Movable walls should arrive middle of next week.
* Going green, Noelle invited to do pulpit editorial. Younger people educating adults on green issues like washable instead of disposable plates. We are going to move away from using disposable dishware.
* Personnel Committee: Committee recommends Board make no rule regarding the membership status of employees. Board discusses. No consensus reached. Personnel committee to advise next meeting. Going ahead with job description.
* Minutes access issues discussed.

* Treasurer's Report: Discussion of restricted accounts. Initial loan of $5600 became donation. Raised money for chairs, leaves money for other renovations: floor, riser, wall, accordion wall, sound, etc. Spending up to $8600 in addition to chairs was authorized by Board. Sources were excess chair money and $5600 gift. Cost of floor unknown at time. Separate report needed to itemize. Floor will cost us $2500 thanks to donation from Machlaclans, donating rest of $4000 cost. Rename chair fund sanctuary transition fund. Sound system a priority. Need lightweight tables. Still behind on pledges but more behind on spending so we're still in the black.

* Issue about door in RE wing, caused an accident. Balcony, could have fallen. Door needs window installed.

* Membership report due Feb 01. Motion needed in Dec. Membership committee, minister, with input from finance.

* Nominating Committee Report: Committee met on a couple of occasions and ranks/prioritizes nominees. Ask persons in order. Passed as presented by the nominating committee.Two openings on nominating committee. Move to accept NC recommendation and ask to invite candidate to become member of NC or chair MC. Motion carried unanimously.

* Stewardship: Get at least 50% involved with campaign. Board has to take leadership role.

* Strategic Plan, we're in the 3rd of 5 years. Leadership development. Guidance documents. More training to committee chairs. Change NC to leadership development committee. Brainstorm next meeting. Leave jun 30 blank for now. FT minister achieved.

* Membership Issues: Include number (and names) of people who join during the month. Data entry of members needed. What info on monthly reports? Security issues to bear in mind on website. Forum. Website. Unique nametags for board and membership committee members.

* We will need more chairs in near future. Waiting on city for van accessible parking, will cost less than expected. New signs this year may cost as much as $3000 each. Find out city rules on signs.

* Jan 16/17 Growth Summit Conference. Apr 24/26 Mountain Retreat.

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**December 10, 2008 UU Board Minutes**

Board Members in Attendance: Joe Long, Peter Kandis, Andrea Pixley, Larry Siegel, Michael Allen, James, Dean Smith, Mike Paget, Ann Cargill, Glenn White

Also Present: DiDi, Carita Barr, Don Mohr

Minister: Not Present

Meeting Begins 7:15 PM

Consensus Agenda: Accepted

Process Observer: Andrea Pixley

Mike-Pencil in dates for UU Growth Summit. Larry-Status on Data Entry. Mike-Promote New Year's Eve. Guest Musician Ronny Cox (from Deliverance).

Discussion Agenda

Treasurer's Report: Ann-Clarifies new report section. Donations cover most of floor expenses. Mike-Sound System needs improvement for Coffee House, may use old sound system in sanctuary. Ann-Email her with questions on report. Position description prepared for bookkeeper. Glenn-transfer amount from Neal's housing to professional expenses. Ann-Signage rules limited to 20 sq ft of display area on each street. Lighted signs would be LED. Notes other church with partial LED sign. Cannot scroll or flash but can change every 6 seconds. We could apply for a variance. Mike-Need to build on this research, perhaps put together an ad hoc committee. Andrea-Knows some price ranges from experience. Larry-Advertising used to be part of Membership. Mike-Can Larry check with Membership membership to see what we can do with signage. Larry-Can't put a sign pointing the way to our church. James-Free speech on content. Mike-Wayside pulpit plus additional sign. Larry-Will see what he can do. Ann-Staff bonuses are supposed to be dispersed like payroll. Motion to approve. Seconded. More discussion. Ann-Gross. Mike-Increase bonuses. Motion Ammended for new amount. Passed unanimously. Ann-Cost per member. Mike-Report number of members by Feb 01. Finance committee coordinates with membership committee on persons who haven't paid ACS. Minister involved with resolution. Waiver may be granted. Ann-Average Basic Cost (ABC) last year estimated at $5 per person per week. Peter-You have to mail letters and give people a certain number of days to report back.

Process: Andrea-Everything seems to be going smoothly, good participation, no one talking over.

Carita-T-shirts. Social Action Committee T-shirt contest. Carita has 20-30 t-shirts left over from last anti-racism event. They cost her $15-16 to make. Mike-coordinate with Cheryl. Carita-beens selling for $10. $620 donations raised for conference to help more people attend. Mike-Carita has t-shirts and will coordinate with Cheryl. Needs more energy for anti-racism conference. Larry-Pulpit editorial on t-shirts to publicize availability of t-shirts. Some t-shirt money might be used for scholarship to conference. Andrea-Shirts are for advertising. Will take orders first. Didi-Sell t-shirts at Mountain. Ann-sell Sunday. Glenn-Seek scholarships from Board when conference gets close. Ann-Can Carita provide history on amount?

Personnel: Mike-Do we want to make a motion regarding Personnel Committee's recommendation from last meeting. Original issue came up on decision for specific instance of position. Joe-No policy. Job description includes acceptance of UU principles. Implication of membership? Don-Tried to be agnostic on membership issue. May not be necessary for this particular position. Mike-Resolve 1st question. Ann-Move we make policy that membership is not a consideration in hiring staff. Seconded. Passed with one nay. Membership does not bear on an application for a paid position. Mike-Position Description. Ann-favors taking out statement about accepting principles, supports described compensation. Joe-Agree. James-Agree. Glenn-Agree. Principle acceptance leans towards members. Mike-Agree. Dean-Agree. Larry-Agree. Sympathetic. Andrea-Agree. Peter-Agree. Clarification of supervision. Mike-Minister supervises all paid status and is accountable to Board. Language strong enough. Joe-Bookkeeper should be bonded. Requirement that person be bondable. Larry-Background check responsibility? Don-Personnel committee. Call insurance company. Andrea-Make sure not in bankruptcy, no criminal record. Mike-Personnel committee handles this. Made changes in description, including bondable, reports to minister, and strike acceptance of principles. Don-Wording from when we did not have a minister. Volunteers supervising staff very awkward. Mike-Need to consider FT DRE or Administrator, with Administrator doing bookkeeping. Joe-Bookkeeping more skilled position than administrator. Administrator would be doing things that don't require a bookkeeper's skills. Hires DO need to be sympathetic to our principles. Andrea-Agrees different skill sets for those positions. Larry-Interraction issues between bookkeeper and administrator.

Stewardship Committee: Peter-50% of congregation involved with campaign. Co-chairs established or lined up except for General Gifts co-chairs. $500 in budget for campaign. Peter has a variety of well-qualified volunteers and candidates. Administrative Support Chair is new. Program Budget devotes less than 1% to Membership Support. Need to prioritize for new Program Budget. Need to draft case statement based on budget. Need to think about average length of membershp and supporting our membership. Ann-Budget is set up by program but don't allocate staff salaries by program. Neal does membership support not reflected in budget. Peter-Let staff track their activity so their salary can be assigned to budget programs appropriately. Ann-Staff allocation can be confusing if combined with program budget. Peter-Keep spreadsheet as well as pie chart. Larry-Membership activity category for Neal's report. Peter-Impact of economy on giving. We generally catch up in December and January. Avoid dramatic shifts in staffing. We're doing the 'A' stuff as we need to and we're also doing the 'B'. Additional administrative postions as membership expands. Joe needs to be a lead on the program budget. Mike-How to take action. Line item makes sense. Pie more abstract. Peter-Also likes detail, but 40,000' view also important. Will give us direction like whether we need to hire a membership administrator. Ann-Start with pie chart, eg, propose increase membership support 5%. Larry-What does it mean to put more money into membership. Peter-A lot of ACS and other administrative support could help membership. Communication enhancement. Joe-Total expenses remains the same but it can be broken apart differently. Salaries, building expenses, debt coverage, etc. How much of minister's time is spent doing X? Allocations. Neither view is wrong, they add up to a more complete picture. Elephant analogy. James-Needs to learn more to understand breakdowns. Peter-Ask Neal, Gin, and Didi to break their time out. Not suggesting format change, just addition of pie chart. Glenn-Pie chart and line item complement each other. Membership committee source of ideas. Mike Allen-Missing pie chart, doesn't match up with realities like Neal's membership support. Next year-staffing? Membership administrator? Technological support of membership. Training staff to maintain data. Dean-Stating 5% increase in membership expenditures is jumping off point, details are what money is spent on and what else is reduced. Mike-At some point we will present something to the congregation and it sounds like we will use both pie and line item. Needs to happen quickly. Larry-Budget for membership used to be even lower. A lot of this stuff isn't Membership committee stuff. Thinks it's backwards to decide resource allocation before determining what's needed. Andrea-Pie chart an eye-opener, helps determine priorities. Peter-Membership coordinator. Not zero sum. Anticipates 10% growth. Ann-Reports are overwhelming if you don't love numbers. Pick out area that interests you and focus on it. Set direction, re-evaluate after canvas begins. Mike-Need to build based on where we want to go. Does Joe need to chair budget process? Peter-Program budget should be set ASAP. Set goal in Dec/early Jan. Allow publicity committee to get started. To have draft available for the Jan board meeting. Mike-possible membership for Joe's committee. David Crockett? Mike Allen? Board members encouraged to participate. More info on costs of FT DRE and Administrator. Stewardship approach to our resources. Peter-Capital funds drive next year.

Mike-Motion to support Neal's proposal to move money from housing to professional. Seconded. Carried unanimously.