**Minutes of UUFC Board of Trustees Meetings**

**and Congregational Meetings in 2009**

**Dean Smith, Secretary**

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**January 14, 2009 Board Meeting**

Board members in attendance: Peter Kandis, Andrea Pixley, Larry Siegel, Michael Allen, James, Dean Smith, Mike Paget, Barry Arhendt

Also Present: DiDi, Joan Watterson

Minister: Neal Jones

Meeting Begins 7:05 PM

Check-in

Reading: Mike Padgett

Covenant

Discussion of Membership Report

Process Observer: Mike Allen

Consensus Agenda: Accepted

Discussion Agenda: Mike-Joan is working on mountain retreat for us, connection to stewardship. Joan-Spoke with Dick Ritten (in charge of groups coming to the mountain), offered us the weekend. No contracts, penalties, or deposits. We have a covenant for 50 people. Apr 24, 25, and 26. Includes six meals. $160 per person, includes room and board. $48 for kids. Includes meeting space, we're responsible for Sunday service, space available at all times. Hiking trails, with labyrinth. Hike planned. Saturday evening-fire ring, we bring the smores fixing and music. Lee Knight could come for music, we would contract directly with him ($100-150). Would like to start PR in Unigram, etc. Would like to get a committee for input and planning. Mike-solicit members who don't currently have a responsibility. Joan-Present a pulpit editorial on retreat. Neal-Feb 1. Joan-Potluck in February to promote. Peter-Let someone who is going to Charleston this weekend. Neal-That's most of us. Mike-It's rustic. Joan-Winterized cabins. Neal-Recreational or program? Joan-Tie in with stewardship, maybe toward the end. Mike-Mix of free time and organized activities. Service conducted by members? Meditation group? Joan-Some staff members might be available for low ropes, hikes, or trust walks.

Process Observer Report: More organized, people free to chime in. Mike Padgett-Hardest thing to recognize when someone who doesn't speak up.

Treasurer's Report: Mike-Minister's Professional Expense Report. Neal-Classes ate it up, not planning to spend more. Mike-see Board if expenses need to be authorized. Barry-ABC of $5? Mike-Will discuss after stewardship.

Peter-Nominating committee met on Sunday. First three persons nominated have turned down position. Committee suggests four more names. 'Barry exits' Mike-Board vacancy, if filled goes to end of term. Suggest accept nominations as presented. Barry Ahrendt voted first nominee to be asked. Neal-Bookkeeper? Mike-Glenn and Ann looking for someone. Do we advertise? Neal has someone he'd like to give the job description to, the woman who is the AU secretary. Mike-allocated 2 hours a week for bookkeeper. Peter-$2000 pro-rated at reasonable market wage to arrive at hours. Peter-reminds Neal of another person to consider. Mike-Asks Barry to consider filling vacancy on Board until current term runs out, with option to continue another full term. Barry accepts. Larry-gender diversity issues, a number of women have been invited who did not accept. Mike A-Picture on website. Peter: UUA Moderator, Gini Courter on top of everything, helps UUA Board, well-thought of.

Mike P will submit.

Stewardship: Peter-Building for the possibility of doing a capital fund drive a year-and-a-half from now. Economy a factor. The stewardship conversation model is the most successful approach for an annual budget drive. Emphasize it is an honor to be asked to volunteer, only committed members can be asked, no pressuring, a 1-hour conversation should only have a few minutes of money-talk, visiting stewards can expect a few weeks commitment, no negotiations, other elements. Half the congregation can be involved in the campaign. No one does more than four. It is helpful to match with unfamiliar donors. Conversation expands faith community. 'Criteria for matching and locations.' There will be workshops. Barry-One element is to get publications going. Martha Fletcher serving as publications chair. Lead off with case statement. 'Provides suggested outline.' 'Goes over stewardship campaign outline.' Which programs are going to be enhanced. Mike-Evolving list of short to mid-term projects. Neal-Provide list specifically for Barry? Mike-Send Barry a copy of list from last year. Barry-Will use list as starting point. Peter-Continue to see Membership Coordinator needed. Last Chalice Lighter grant was so a congregation could get an MC. Volunteers can focus on more creative work if administrative work is done by staff. Barry-09-10 bookkeeper expectation. Mike-Planning the talk and presenting a program recommendation are two aspects, does 'part B' need to be available immediately. We're considering several things but have committed to little. Hears interest more in bookkeeper and MC than admin. Explore need for FT DRE. As pledges come in, make commitment to any or all of these things. Larry-Heating and AC covered? Mike-$10,000 in budget for it. Barry-process for budget? 'Peter describes'. Neal-Need direction for budget process. Mike-Statement lists possible things without firm commitment. Peter-What we would like to have, and after campaign, what can we afford? Main body of fundraising should be pledges. Empahasize fun and community-building access of stewardship. Barry-What to emphasize? Neal-Specific building improvements. Andrea-Marquees? Peter-Go for Chalice Lighter grant. Need to do more growing to pay for $2.1 mil in improvements. Barry-growth 140 to 180 accurate? 'Yes'. Neal-Average 135 adults at service. Larry-3-4 kids now more like 15. Didi-Teens joined Jr. High group. 'Postive talk of Morgan and Cory'. Barry-Two meetings after services in February? 'Yes.' Some statement about money in case statement, why pledging matters. Effective letter by Don Dodson sent out last year. 'What difference can I make?' Will come up with draft and circulate. Mike-vial email to Board, with timeline for discussion, not widely distributed.

Bylaws Changes: Mike-talked about January, looking at Feb 8 for congregational meeting. 'Bylaw changes distributed to members present.' Present with Board's recommendation. 'Peter-Ask congregation whether to vote together or separately. Mike-should include copy of bylaws with typographical corrections? 'Yes'. Peter-Parliamentarian? Mike-put on screen? 'Yes'. Dean-deadline for notification given meeting date? 'Jan 23' Mike-Congregational Meeting immediately following the service on Feb 8 to vote on proposed changes to bylaws. Peter-Include bylaws. Mike-Can summarize the changes. Neal-pre-meeting? Andrea-proposed change shall be contained in the notice. Neal-Ask Jessica Kross. Mike will check and get something to Dean a week from today (Jan 21). Andrea-Post on-line? Copy available on website. Email, written post, website, unigram.

Renovations: Mike-Proposal from Rick Able to seal Social Hall for $1000. Keep waxing? Barry-Includes stain? Larry-Other advantages? 'No.' Mike-live with it a month and see. Neal-Rather buy tables. 'Table discussion.' High quality $2500 for set. Mike saw black tables that hide dirt. Get rid of tables that might be unsafe. 'Fund discussion.' 'Tables are very hard plastic and lightweight'. Barry-rationale for number and size of tables. Mike-Surveyed space with Neal. 'More table details'. Peter-Increases our opportunities for rentals. Mike-Carts are an asset. Neal-Get rid of old wooden chairs. Mike-pass on recommendation to committee. Consensus? Supported by Board members present with no opposition.

Membership Certification: Mike-Time to notify UUA of membership. Neal and Membership Committee recommend communication with 23 members inquiring on status. Six waivers recommended. Go out tomorrow. Four members asked to be made inactive. 'Reads letter to be sent'. Letter refers to meeting basic cost of membership. Larry-Suggests place to voice concerns about Fellowship. Mike-Out of time to make change. Dean-Consider next year? Peter-Acknowledge inactive status of member. 'Positive letter discussion'.

Donor Notification Procedure: Mike-donations on other people's behalf, no procedure. Neal-No memorial gifts designated. Peter-Finance committee would tighten up procedure.

Summer Camp: Didi-Summer camp for kids proposal. Two weeks. Plans to discuss with RE Committee. Does Board support? 'Yes'. Neal-Any church function covered by our liability.

Mike Padgett-Continued problems with the phone system. Phone is our primary point of contact, phone must sound right. If it will cost money, bring proposal. Mike A- we have a proposal for replacing the system. Will get 2nd proposal for comparison. Estimate about $500/month over 3 years, includes insulation of wiring. Mike P-Needs basic phones to work. Mike A-Will get breakout. Andrea-What about cable for all? Mike A-About $2-300 a month. Mike P-priority to have ingoing and outgoing lines working. Mike A-'Describes diagnostic efforts'. Mike P-Can bring proposal for Feb Board Meeting? Mike A-Yes. Four lines? 'Five.' Neal-Bellsouth? Mike A-$80. 'Discussion of internet accounts and possibility of cable.'

Larry: This week's Newsweek 'My Turn' UU minister from Knoxville Church. Discussion.

Close of meeting, 9 PM.

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**February 11, 2009 Board Meeting**

Start: 7 PM, with reading by Mike Paget

Check-in

Covenant Reading

Process Observer: Larry Siegel

Minister: Neal Jones

Board Members Present: Mike Paget, Mike Allen, Peter Kandis, Andrea Pixley, Joe Long, Larry Siegel, Glenn White, Ann Cargill, and Dean Smith

Others Present: Regina Moody, Mary Maclachlan, Didi Doggett, Joyce Brennan, Barry Ahrendt

Consensus Agenda Accepted with comment that James Wilson has resigned from the Board.

Technology Services: Mike Allen-Switching us back to AT&T at-least short-term because system is more stable. Once request is in should be two week/end of February. AT&T won't need to come on-site. Mike Paget-traditional phone line is more costly, but need reliability. Mike Allen future changes will be more thoroughly vetted. Mike Paget-wireless mike? Mike Allen-we already have some wireless mikes, issue with sound board and feedback. Peter-maybe we should ask for a soundboard instead of a mike! How much to have someone 'turnkey' it. Rip out the old and put in something new. Mike Allen-looking into doing that. Larry-workload? Mike Allen-could use more committee members. 'Discussion of other technology and drop wall'

~. Regina-interaction of sound needs (coffeehouse and service)? Is equipment shared, who has ownership? Mike P-coffeehouse pays its own way, new system bought by coffeehouse. Equipment ultimately owned by church. Andrea-Why do we use two systems? Mike P.-old Coffeehouse system adequate for services, but coffeehouse requires high quality sound system for music. Issue referred back to Technology Committee.

Treasurer's Report: Ann-Bookkeeper duties, including entering data on system. Membership is entering with entries automatically adding to the finance side. Lowest wage recommended $13.00/hour, budget would allow about 11 hours a month. Mary-time to advertise position so we need to be clear on hours and expectations. 'Discussion of hours' 'Discussion of Administrator duties vs. Bookkeeper duties' Ann-motionto revise description to read bookkeeper and data manager for 20 hours, vote, one opposed.

Neat-read job descriptions, in discussion with staff. Mike P-can you give report by April? Neal Yes

Ann-monthly reports, summary of restricted accounts for the Board, investment balance has dropped in last two years. Capital and Sanctuary Transition funds have been zeroed out. Overspent 1150.35, transfer from Buildings and Grounds? Miscellaneous contributions up to 6000.00. Bringing in more than we budgeted on pledges, under on expenditures. Finance Committee report on good learning curve.

President: Mike-weekly attendance 162/140 average. \*Growth recommendations: follow up on visitors (emails, links, activities), alert members to be responsible to visitors, training on connecting to visitors, better attendance data, use a lot of percussion and other instruments in service, children involved in services, strong PR/Marketing activity, donating half of loose plate each Sunday, highlight successes, covenant groups, six new groups a year, connecting RE with adult services, (appreciative inquiry on RE), issues on joys and concerns. Larry-Marketing Committee still active? Mike P-No. Dean-alternative ways of doing joys and concerns. Larry strongly supports joys and concerns. Joe-Worship Committee on it. \*Mountain: Mike P-holding 50, have 40, need to know by the 22nd. 'Discussion of travel'. \*RE-AI discussion in fall. \*Bylaws proposals; Joe-Proposal for three-tier committee concept: standing, continuing, and ad hoc committees. Standing committees established in the by-laws. Continuing committees created by Board for ongoing purpose, includes most committees. Ad Hoc committees created by Board for specific purpose of finite duration, then dissolves. Three-tier doesn't require reorganization of committees. Program or special interest groups for the benefit of their own members are a fourth category, don't show up in budget. Relates to issue of where to put Partner Church committee, continuing committee? Mike P-periodic review of continuing and ad hoc committees by Board? Peter-Board should ask for annual report from committees. Glenn-proposal to be part of by-laws? Mike P-Yes. Joe-rephrase as proposed by-law change? Regina-should investigate how UUA/other congregations do this. 'Describes some other structures and terminology's' Peter-the District Board is studying this and this suggestion is in line with that. Regina-should

be couched in terms of context with District. Joe-laid out to address concern of only two choices (standing and ad hoc) by having intermediate category (continuing). Andrea-notreally a change, description of how things are. Joe-matter of definition. 'Discussion' Regina-supports 'tweaking' by-laws, whatever the structure, description of who is responsible for guidance of committee. Board describes needs, needs to have bigger view. New Board needs to take ownership. Ann-Board responsible for drawing up procedure for each committee? Others description of committees. Mike P-take up by-laws at next meeting, Regina invited.

Stewardship: Barry-'explains case statement' Joe-prioritized? Barry-add statement 'in no particular order?'. Mike P-take out wall removal? Peter-remove bookkeeper item? Mike P-Don't enumerate building improvement projects. Neal-expanded RE services? Less use of acronyms. Mike-160 members, not 180.

Upcoming dates for the calendar and for announcements. Barry-later than May 10 would be problematic. Mike P-needs to happen before pledge drive. Neal-Apr 5 joining service a possibility. Mike P-April16? Joe-Mar 29 for programming AI? Separates from B&G and Joining. Mike P-Mar 1, Mar 29, and Apr 16. 'Discussion' .

Mike P-Working on van accessibility.

Mike P-Growth Summary, II: Not needed for all Board Members to do announcements.

Mike P-Signage, need ad hoc committee. Board member to chair? Andrea willing to be on it but not to chair. Mike will look for chair. Need cost estimates. 'Suggestions for committee members/chair'

Checkout

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**Mar 11, 2009 Board Meeting**

Board Members President: Mike Padgett, Joe Long, Andrea Pixley, Mike Allen, Glenn White, Ann Cargill, Larry Siegal, Barry Arhendt, Peter Kandis, Dean Smith

Others PresentDidi Dogette, Mary Machlachlan

Minister: Neal Jones

Covenant Reading, with addition

Process Observer: Peter Kandis

Consensus Agenda: Some Items Moved to Discussion

Personnel: Ann and Glenn leave during Bookkeeper discussion. Mary - Committee interviewed two candidates, recommending Ann Cargill. Part of job to train an understudy. Mike - What is involved in requirement that applicant be bondable? Andrea -costs around $100 a year for bond a form of liability policy. Peter - Fellowship's policy covers treasurers. Mary - Ann will not start until Jul 1, when Ann and Glenn's tour as co-treasurer is up. Neal Open to data base maintenance? Mary - Yes. Should UUFC cover bond? Peter and Joe Yes. 'Discussion of bookkeeper and check writing' Larry - Motion to agree to nomination. Mike - second. Motion carries unanimously. Ann and Glenn brought back in. Ann informed. Mary leaves. Glenn-UUFC policy covers bonding of all our financial people.

Process Observation: Peter - went off topic frequently. Talked about micromanaging too much. Example: Bonding talk was off-topic.

Treasurer's Report: Ann - On restricted accounts, sanctuary and building fund not shown because of zero balance. Revenues and gifts, Ann suggestion loose plate for donation account Collected $3900. Collection for Children's Garden in July not yet transferred. Social Concerns, budget of $300, plus line for loose plate. Financially in good shape, a little under on pledges but over on other sources of revenue. Trying to fix so files sent are easier to open. ACS has older versions of some word docs.

Doc Retention Policy: Mike refers to text document. Ann - treasurer's file in main office, two large boxes. Two filing cabinets in Gin's office with outdated documents. Used online sources to inform creation of retention policy. 'Ann explains policy. Discussion' Joe moves adopt as drafted with two changes discussed. Seconded. Carries unanimously.

Stewardship: Appreciative Inquiry. Barry - Thanks Marcia Fletcher for preparing letter. Most popular category was 'human services', e.g., poverty, homelessness, habitat for humanity, meals and wheels. Number of recommendations on social and environmental issues. Will prepare summary. Neal- Shared results with SAC. Collection moved to Justice Sunday. Next AI last Sunday of March. Bring Committee on Ministry in?

Technology: Mike A. - Issues with extra line, not yet transferred to AT&T. 'Mike explains transition' Should be able to clear up account issues and switch over by end of this month. Neal - Will keep our old number? Mike A. - Yes, all numbers will remain the same.

President *Elect:* Joe - 'Explains three-tier committee concept' 'Discussion' Mike P. -Shows proposed changes to by-laws. 'Discussion, changes' Mike P: Two week notice, go in Unigram, ready to put out by end of March, April19? Need 25% quorum. Joe -Emphasize congregational polity and difference from other churches. Barry-Drinks. By-laws and welcoming congregation vote. Joe - Moves to call meeting. Seconded. Unanimous. April 19. Congregational meeting on by-laws revisions and welcoming congregation.

Sanctuary Improvement: Mike P. - Glare from windows. 3M coatings not very expensive. Move ad hoc committee to interior decorating section of B&G?

GA Delegates: Neal - Four delegates typical. Usually volunteers. Joe - Minister picks. Joe and Ann are going and paying own way. Peter may go. Turnipseeds may go. Mohrs are planning to go. Joe - forms signed of by minister or president. Peter - Encourages more to go. Joe - is Peter already a delegate? Pulpit editorial by Peter. Mike P - Board will select voting members. 'Volunteers should report by May'

Landscaping: Mike P - Need quality plan, form landscaping committee. 'Mentions names of members with landscaping experience'Mike P - Methodically develop master landscaping plan. Barry - Solicit other participants? Mike P - Yes. 'Discussion' 'Peter volunteers'

Motion to establish committee passed unanimously.

Ad Hoc Green Committee: Motion to form committee carried unanimously. 'Discussion, membership suggestions'

Vacant Board Position: Mike P - Nominations 'shares names' 'Discussion'

Van Accessible Parking Space: Mike P - Looking at curbside and kitchen driveway spots. Probably take a few months. Barry -I paving required? Mike P - Yes, if kitchen driveway. Looking at costs, getting estimates. Larry - Are we currently in compliance with ADA? Mike P - Building is. 'Discussion of needs'

Signage Ad Hoc Committee: Andrea -- Coming up with plan to make needed contacts, try to beat proposed six months.

UUFC vs. UUCC: Fellowship Name, Mike P - Time to change name to UU Congregation? Peter - some folks attached to old name, gender neutrality a possible issue and reason to change. Joe - Fellowship for a congregation without a settled minister. 'Discussion' 'Form committee, names suggested'. Motion made and seconded to create committee to consider whether to change the name and make recommendation. Carried unanimously.

Spring Work Days: Mike P - Remove orange cords and stage lights. Paint/repair where the drop wall was. Clean up the grounds. Remove the oak tree. Half - day.

Organizer? Mike A - already involved with sound work. Larry can do April 18th. Neal -B&G chair for 28th? Mohr?

B&G Improvements: Normal maintenance and repairs, replacement of heating and ac units. , Upgrade electrical service. Need to develop list of what we're looking for. Full renovations very expensive. Form courtyard - exploratory. Neal makes fundraising suggestions. Mike P Document at Apr 16 meeting. Foyer improvements, add windows. 'Discussion, lighter paint, skylight as alternatives' Mike P - Estimate on opening up load-bearing sanctuary wall. Neal Would last us awhile. Mike A - Wall interferes a bit with sound. Sound improvements? Joe Library, *demolish* it. 'Need better meeting space first, possibly move it?' Mike P - Document basis for Apr 16 meeting.

Unigram Policy:Neal explains. Motion to accept policy as submitted, seconded, carried unanimously. Ann - Wants policy to discuss in future on posters and brochures.

Minister: Need reimbursement for course costs, requests $1,513, motion to allow, seconded, carried unanimously.

Shared Ministry Committee: Neal explains training and function.

Job Descriptions: Neal went over descriptions with staff, being typed up now, will come up with evaluation sheet. John hands in weekly checklist. Larry - Periodic evaluation? Neal This will be basis of yearly evaluation. Mike P - Need to have procedure for evaluating how staff is evaluated. Neal - Evaluates staff, passes recommendations to finance committee. Peter - UUA information also informs evaluation and raise process. 'Discussion of personnel committee's role'

Denominational Connections: Ann - Nominate our Unigram for outstanding newsletter award. Neal - Asked for suggestions for some of the awards. Joe suggests a candidate for Unsung Hero. Nominated, seconded, discussion. Andrea - Can we nominate more than one? Motion carried with one abstention. Distinguished service award suggestions. Joe suggests straw poll. Poll done, candidate selected. Peter - May 8 T JD Meeting, encourages participation, gives location, lists activities and events. Refers to T JD website for details and payment.

Caring Committee: Larry - Explains genesis of suggestion, notes good work already being done. Ongoing community response to tragedies, help with various needs. Is there some way to better serve members dealing with tragedy? Neal - Shares practices of Christian churches he's ministered. Should form committee. Current practice is preparing meals for memorials, visiting in hospital, etc. Andrea - military wives all over it. Joe -Anyone from group mentioned might take lead. Didi - Maurisa has shown an interest in the same sort of thing. Andrea - Maurisa's thoughts more pastoral. Neal - Retired men would mow people's lawns, etc. Mike P - Time to refresh committee, solicit talent. Neal -Part of process of 'stepping up' committees.

Committee Night: Mike P - Solicit feedback. Joe - poll people who show up at next Committee Night? Mike P - Discuss at next Board Meeting. Neal - Next Committee Night, too.

Checkout

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**April 8, 2009 Board Meeting**

Minister: Neal Jones

Board Members Present: Mike Padgett, Mike Allen, Peter Kandis, Barry Ahrendt, Marcia Fletcher, Larry Siegal, Glenn White, Ann Cargill, and Dean Smith

Others Present: Didi Dogett

 Reading-Mike P.

Covenant Reading and Check-in

Process Observer: Neal

Consensus Agenda: Technology Services and Administrator's Report moved to discussion.

Minutes: Send to Larry Siegal

Treasurer's Report: Ann-still working on analysis, expenses covered. Seeking to simplify information entry. Neal-How does money from Spring Flings work? Mike A.-Comes through Mike who turns it over to the Finance Committee. Ann-Some RE fundraising money goes directly to their account. Neal-Poetry Fling raised over $200.

Administrator's Report: Neal-Name tags included? Ann-list of people who got name tags not listed.

Technology: Mike A.-AT&T transfer coming up. Ann-ACS separate from Gin's system? Mike A.-Working on more convenient access. Dummy terminal access. Looking at July to implement. Mike P-Why so complicated to transfer phones? Mike A.-We're a business, have to prove he's with the UU, logs into account. Peter-Gentle suggestion to move forward.

Buildings & Grounds:  Neal-Termite swarm spotted outside RE Wing doors. Mike P.-Exterminator has offered $2500 plus $400 renewal and insurance, OR spot treat for $600 with not guarantee. Peter-Find out if they will charge us full price again after rennovation. Barry-What do we get for the renewal fee? Didi-They come out and check. Discussion of extermination options. Ann-Moves to authorize expenditure of up to $2500 for termite bond. Larry-Second. Barry-Funds? Glenn-Yes. Motion carried unanimously.

DRE: Mike P.-Mountain RE Week would require us to fund Bethany's children's attendance at $640. Discussion of training activities and benefits such as inspiration and spiritual activity. Glenn-Will Bethany be RE Chair next year? Didi-Yes. Further discussion. Neal-Not bad for whole week. Ann-Need to support RE volunteers. Glenn-Good investment. Barry-Help to inspire volunteers. Mike P.-Motion. Mike A.-Moves. Motion carried unanimously.

Stewardship: Peter-Proposal to refund pledge if person loses employment. Mike P-Great idea. Mike P-Statement on pledge card? General agreement. Mike P-Appreciative inquiry? Barry-Disappointed in participation. Needs to be promoted better next time. Mike P-Third appreciative inquiry, put document in people's hands. Neal-Met with Cheryl Soehl on how to focus, suggestion to form ad hoc committee to coordinate efforts. Mike P-This kind of contact shows concern and follow-through. Barry-Was asked by a member for names of people interested in reading to children. Ann-Good to go through Board when forming an ad hoc committee.

President: Mike P-\*Annual committee reports. \*Budget development, who is working on it. Peter-has talked to Pat. Ann-Sent Pat worksheets from last year. Peter-Finance Committee will submit budget to Board, if approved it is presented to membership. Marcia-How done before pledge receipts are known? Mike P explains. Peter-Goes by history. Larry-We were a little low on pledges but made it up in other areas. \*How to Evaluate Committee Night? Mike P- Some committees not participating. Mechanism for committees to review and improve Committee Night. Neal-Observes some success and increased participation. Mike P-How to improve for next year? How to measure improvement, how to get feedback from committees. Appreciative inquiry of committee night? Larry-How to get input from members who do not attend? Neal-Some chairs seem to be 'flying solo'. Mike P-Appreciative Inquiry at May Committee Night, supply chairs with questionnaire. \*Sanctuary Improvement. \*GA Delegates. Four. Who determined in May Meeting. Joe looking at that. \*Congregational Meeting on April 19. As many of Board as possible to attend. Reminder in Unigram and Order of Service, mention in announcements. \*Ad Hoc Green Committee. Membership adjustment. \*Van Accessible. Still in progress, looking at two possible spots. May use concrete to address related improvement with ramp and gravel bed. \*Signage Ad Hoc Committee. Marcia-Found a design they liked, Andrea pointed out green considerations, getting estimate on brick and slate sign to match building, would require some concrete-coordinate with Van Space work? Will have to be cleared with the city. Discussion of sign and related issues. Non-smoking sign, no smoking on this campus. \*Staff Issues. Neal-Met with Didi and Gin and refined job descriptions, personnel committee will make salary recommendations based on this to pass on to finance committee. \*Nominations. Proceeding timely, should be able to make 13th deadline.\*Workday. Need to ID specific talent for some things. Larry-Sign-up list this Sunday? Announcement. Discussion of who can do what, contact info, name lists, getting paint, etc. Nametags. Mike A.-Technology will remove unneeded sound equipment to other available locations, coordinate with worship and music committees. Neal-Keep Bill Moody in loop. Are Pat and Don in charge of outside cleanup? Mike P-9-2.

Checking Out. Adjournment.

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**May 13, 2009 Board Meeting**

Minister: Neal Jones

Board Members Present: Mike Padgett, Mike Allen, Barry Ahrendt, Marcia Fletcher, Larry Siegal, Glenn White, Peter Kandis, Andrea Pixley, and Dean Smith

Others Present: None

Reading-Mike P.

Covenant Reading and Check-in

Process Observer: Barry [Ahrendt](mailto:Ahrendtmfletcher10@sc.rr.com)

Minutes: Get minutes to Marcia and Neal

Consensus Agenda: Mike P.-Draft budget in process.

Minister's Report: Neal-Clarification of staff evaluation process. Involvement of Personnel Committee. Peter-Noted importance of considering UUA salary guidelines. Larry-How did staff feel about it? Neal-Postive. Mike P.-Better to have regular evaluations than evaluate when things go wrong, being routine, being professionally transparent.

Treasurer's Report: Glenn-Spent less than budgeted, close on revenues. In the black. $31,000 in checking account. Neal-Saved a lot of money having John and Glenn repair AC.

Mike P.-Budget will have recommended monthly payment amount to cover things like AC replacement. Glenn-Will look at more bids. Mike P.-Look at recommended monthly payment amount needed. Peter-Discussed budget presentation and debt service. Marcia-How big a line of credit? Glenn-$250,000. Marcia-Contingency fund? Neal-Amount set aside for B&G. Barry-June 7 budget presentation, how to approve without board meeting before then? Peter-Will have to have another board meeting before then. Mike P.-Meet Tuesday, May 20, 6:30 PM for budget meeting. Board agrees. Mike A.-Where is technology reimbursement in budget? Glenn-Will look into it. Neal-Judy Turnipseed has questions about Worship Committee budget, where does hymnal money come from in budget? Glenn-Music/Hymnal/Choir. Mike P.-Comments on hymnal requests. Peter-Leadership development committee (about $3,600) for 09. Larry-Next year's budget. Peter-stewardship campaign account will probably be overspent. Pre-service mimosas.

Stewardship: Mike P.-Mimosas before 10 AM. Who will facilitate? Glenn-Stewardship Committee. Barry-Pledge packet distribution begun, including mailing. Got back 11 pledges Sunday (about $18,000). Who has the list of the most recently joined new members? Larry-Michelle. Peter-Need to discuss how membership list is maintained. Barry-Procedure on financial information? Peter-anonymous giving leads to anonymous non-giving (MLK). Degree of confidentiality. Mike P.-Confidentiality statement, need-to-know. Larry-Used to check membership list to see if ABC was met. Can get excuse if not meeting or made inactive member if no response. Mike P.-Keeping our rolls clean helps us make our fair share contribution to UUA. Important to be respectful and to respect requests for waivers. Membership list doesn't cover all the people who are friends. Peter-Recording secretary maintains list of names. ACS database has contact and relationship information.  Neal-Data Entry will be taken on by bookkeeper. Mike P.-Secretary? Extra entity in Membership Committee to ACS process. Peter-Give board report to bookkeeper? Mike P.-Ask Membership Committee to review process in light of bookkeeper? Barry-Appropriate for bookkeeper to maintain single list rather than multiple lists we have currently. Peter-168 members on his list. Willing to be on ad hoc committee. Andrea P.-RE would really appreciate procedure for entering kids into ACS. Didi has a form to be filled out when kids are dropped off. ACS is ready for this. RE has been maintaining own list. Mike P.-Not convinced ad hoc is needed, ask membership to explore. Peter-Loops that need to be closed. Mike P.-Knowing who is here and knowing who friends and kids are and closing the loop with Finance Committee. Peter: New Finance Chair, New Membership Chair, New Bookkeeper and Administator and Board Member. Neal-Maybe one meeting? Larry-Clarifies how data is gathered. Mike P.-Can Peter chair ad hoc before June meeting? Andrea suggests Didi as member. Glenn-Establish official list. Larry-efforts made to keep it accurate. Mike A.-Official list should come out of ACS. Peter-Board should get membership report every month.

Nominations: Larry-Met Sunday about Leadership Conference. Nominating Committee, board members Marcia and Dean considered. Looking for president nomination. Mike P will talk to candidate. Visitor's table, working on list to man it. Neal-Nominees for empty committee chairs? Larry-Kevin Meredity will take over for Judy, Mike Kelly agreed to Publicity. Marcia-would like to address communicating budget issues in near future. Peter-budget should be increased. Marcia-should have input into newsletter as well. Larry-Have a couple candidates for Caring Committee. Mike P.-Larry,  need structure to keep record of current and former Committee Chairs.

President: Mike P.-Minister's evaluation process still in progress. Shares handout on minister's activities. Shares process for evaluation from Minister's contract. Stresses confidentiality. Comments on Judy Turnipseed's input. Marcia-Is there an organizational chart that shows committee structures? Peter-In by-law, on website. Neal-will share 'nuts & bolts' with Marcia. Marcia-Board retreat? Mike P.-August.

Mike P.-Active involvement of youth. Children will participate actively in service. Children's chapel, how do older children feel about that? Neal-Use children's drawings in order of service.

Mike P.-Non-bias towards other religous traditions. Negative tone to someone who 'talks like a Christian'? Why pick on Judeo-Christian tradition? Has observed 'mellowing' of attitude toward Christians. Glenn-Encourage a Christian Program Group? Larry-We've had one Muslim sermon. Discussion of different types of religous sermons that we've had.

Mike P.-Van-accessible space, reasonable quote for area next to the kitchen ($2,500).

Mike P.-New table purchase, including carts to move tables. Ten 30" wide by 6' long rectangular tables and twelve 5' diameter round tables (ideal for intimate conversations with up to 8 people).Three figures: Sam's at $3,600 (hard white plastic), Worthington at $4,000, Mighty Light at $5,700 (hard black plastic). Mike recommends Mighty Light. Neal-long-term warranty important. $14,000 left in B&G budget. With van-accessible space we'll still be within budget. Recommendation moved, seconded, carried. Discussion of old table's fate.

Mike P.-Congregational clean-up day last Saturday morning in June focusing on RE wing. Peter comments on exterminating. Marcia-Vapor barrier? Barrier-Moisture problem? Peter-Bone dry. Mike P.-Need a 'deal with the basement' day.

Mike P.-Mountain Retreat, try to get on annual cycle. Apr 23-25, 2010. Neal-Gin doing 'retreat issue' of Unigram.

Barry-Comments on window treatment, quote on 'solar shades'. Five motorized shades that would go across the top windows and five manual for lower windows. $4,7600. Less costly-film treatment for $1,600. Marcia shares positive experience with similar treatment. Neal-Internal or external? Barry-Internal. Marcia-In addition to curtains? Barry-Yes.

Neal-Positive comment on promise to return pledge if job lost.

Checking Out and Adjournment

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**June 10, 2009 Board Meeting**

Minister: Neal Jones

Board: Joe Long, Mike Padgett, Glenn White, Andrea Pixley, Larry Siegal, Mike Allen, Barry Ahrendt, Dean Smith

Guests: Didi Dogett

Process Observer: Glenn White

Treasurer's Report: Air Conditioning and pest control issues. Glenn-Investigating financing options. Line of Credit discussion. $125,000/5.25%. Glenn-Bonds? Andrea-Eve's specialty.

Stewardship: Barry-96 pledges, $160,531, last year was $162,500 total. List of 43 people to send pledge letters to. Donations come in different forms. Mike-When we show the budget to the congregation, it will be balanced. Barry-Some pledges represent couples or families.

Leadership Development: Larry-Invited several people who couldn't make it for Mountain leadership training. Can Board give input on number of people who can go? Joe-Separate DRE program. Didi-Goldmine leadership training for youth. \*Bethany and Didi went to DRE training last year, will go this year. Consensus on three for Mountain.\* Larry-Guaranteed two. \*More discussion. Proposal of candidates.\*  Joe-People we sponsor should be members. Neal-Communicate number allowed with Peter.

ACS-Peter is going to convene a group on this in July when Ann is available. Group will clean up processes.

Coffeehouse-Mike P-Explains Coffeehouse covenant. Big success and big bills, including covering certain expenses for Fellowship. No extra money to turn over to Fellowship this year. A dollar kept on each ticket. Sells average of 107 tickets per show. Columbia M of A continues to want to collaborate. Center for Contemporary Arts also interested.

GA Credentials: Joe, Pat, Don, and Pat are delegates. Mike P-Directed vote? It is an option. Joe-Other items to vote on, like 'action to witness'. Proposed initial vote on changes to sources, purposes, and principles. \*Discussion of proposed changes.\* Mike P.-Issue of respect to Judeo-Christian tradition, sometimes lacking. Something we should have deliberated on already. Neal-Delegates can report after. Joe-If changes pass it becomes a study item.

Welcoming Congregation Letter: Mike P.-Cheryl Soehle is finalizing the book that will accompany the letter, documenting our qualifications to become a welcoming congregations.

Shared Ministry Committee: Used to be Ministerial Relations. Candidates announced. Pending by-law review, board vote requested. Moved, seconded, discussion, carried unanimously.

Committee Night: Mike P.-Review and comments for improvement. Successful, stable group (30-35 people). Kept momentum going, opportunity to check in with other committees. People on multiple committees sometimes had trouble meeting with both on the same night. Hire someone to set up and clean up, $30/month budgeted. Glenn-Technical committee to participate.

Green Committee: Candidates announced. Discussion. Andrea-All information on-line.

Keys and Locks: Discussion. Mike P.-Sign on library door reminding people to lock it.

Annual Meeting: Mike P.-June 21. Budget, election, accomplishments, welcoming congregation. Joe-some disadvantages to putting off to 21st.

Neal's Contract: \*Discussion\* Mike P-Plan to sign during Jun 21 service.

Clapping in the Service: \*Discussion\*

Window Film Proposal: Barry-$1200 for Mr. Tint to put film on sanctuary windows to reduce UV, heat, and glare. Larry-John Charbonet was concerned using tinted glass would reflect the sun and increase heating costs in winter, perhaps frosting rather than tinting. Barry-more glare reduction, shinier on outside. Mike P.-Asks for motion to approve, moved, seconded, discussion-provisions for calking and painting windows-carried unanimously.

Awards Recognition: \*Discussion\*

Accomplishments: Mike P. -Welcoming congregation, sanctuary upgrades (raising $18,000), by-laws revisions, RE Program has vibrant committee and hard workers. Larry-Most kids we've ever had according to Ron Edge. Master landscaping plan committee formed. Implemented 2nd Sunday loose plate charity collection. Didi-Shares RE information. Committee night. Bon Voyage choir. Larry-Children's choir. 15% increase in membership. 170+ members. Tables and chairs. Successful cleanup/work days. Plan to hire bookkeeper. Van accessible parking pending. Children-green program, more involvement with services.

Parking/Sidewalk Proposal: $10,400 quote for all components. Mike P.-Describes components, quite extensive, quote less than expected. Authorize? Glenn-Concerned about having enough money. Mike P-Pay out of current year's funds plus line of credit. Larry-Would cost more to add patio later. More discussion of improvement details. Inclement weather issues. Mike P.-Will check on extra expense to extend sidewalk. Request board approval of expense pending access to credit not to exceed $11,000: Moved, seconded, carried unanimously.

Discussion: Neal-Installation Ceremony for Board Rotation second Sunday in July. No committee night in July. Board Meeting on July 8. Joe-Board retreat being planned on.

Checking Out

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**July 08, 2009 Board Meeting**

Minister: Neal Jones

Board: Joe Long, Mike Paget, Andrea Pixley, Barry Ahrendt, Marcia Fletcher, Mike Allen, Don Mohr, Jim DuPlessis, Pat Davies, Dean Smith

Process Observer: Mike Padgett

Consensus Agenda: Minutes accepted as published.

Neal-Didi at Mountain. Joe-No DRE report.

Stewardship Campaign: Barry-Received 108 pledges, 10% over 2008 pledges. 2008 pledgers pledged more than in 2008. Don will follow up on un-pledged. About 10-15 persons.

Air Conditioning:  Neil-New AC estimate to be submitted from company we've been talking to, want two more proposals. Mike P-Haven't given Glen standards for proposal. Neal-Except we want it to be Green. Discussion on Air Conditioning upgrade. Neal will talk to John about AC filter, issue brought up by Andrea.

Committees: Joe-Fifty people in recent programs. Working with  membership to have something each time for new members. Motion to create, seconded, discussion. Mike P-Issue of updating by-laws to account for creation of new on-going committees. Barry-Establish target for number of committee members? Friendly ammendment that development committee will seek members, seconded. Restate-Create Adult Ed Committee, chair or chairs to be recommended by the Board. Carried unanimously. Joe-Second Committee 'Gifts of Objects Committee'. To be selected by the President. Neal-People give us stuff of a variety of grades. Need a process to receive gifts and what to do with them to make the process impersonal. Andrea-Freecycle service where people can bring things to be taken away. Don-Aesthetics Committee, didn't help but worth another try. Mike P.-Will committee have say-so about where things go in the building? Neal-Prefers he and Gin decide. Discussion of control of what gets put up, memorial gifts. Mike A moves to create 'Gifts of Objects' Committee, chairs to be selected by President of the Board to handle donations of objects. Seconded. Discussion: Don-Coordinate with other committees. Special Gifts Committee and Non-Monetary Gifts suggested, Special Gifts agreed on and will coordinate with standing committees. Passes unanimously.

Past President: Mike P-Van-accessible parking space and sidewalks. Initial closing cost in ballpark of $1600, paid from line of credit. Will involve people who were in discussion of design. Work should be done in next couple of weeks. When we know, communicate with members what is being done. Don-Board is only allowed to approve 5% of total budget for expenditures, can we assume this has been approved in the congregation meeting? Mike and Joe-budget is approved, Board can't change more than 5%.

President: Joe-

Handling of minutes: Proposes Board draft of minutes within two weeks, Board has one week to suggest changes. Only goes to Board. Mike P.-Technical issues with minutes. Suggests minutes sent via email and web link. Don-Automatically on website? Mike A-Working on it.

Policy on Individual Loans to Congregation: Large loan offered, may be problematic, need policy on accepting loans only as part of a program where the loan may be made by any individual on the same terms. Discussion on terms and wisdom of borrowing money from the congregation. Consensus on not accepting unsolicited loans reached. Barry-Moves that Board establish policy not to accept loans from individual members except as part of a congregation-wide invitation for loans. Seconded. Passed unanimously.

 Board Retreat: August 1, Joe will set up, around 9 AM to 4 PM. Peter leading retreats like this for other churches. To be held at Church of the Cross off Garner's Ferry. Don-He and Pat have another committment.

Building Checkout: Doors and HVAC systems. Neal to give Board members tour of locks and switches. Responsibility for locking doors.

Marcia-Committee list and liaisons? Mike P-Leadership Development Committee, one Board member needed. Joe-This committee is an expansion of the nominating committee to grow leadership of the church. Neal-May recommend classes. People can think about this and decide at the Retreat, intent to have secret ballot.

Dean-Cheryl Soehl's request for Peacekeeper presentation.  Don-Previous history, was a pro-Palestinian group. Would like to be sure we don't have a repeat. Carolina Peace Resource Center. Joe-Delegate to the executive committee for swift consideration.

Neal-Treasurer's Report? Don-What are total temporarily restricted funds? Andrea-Share the Plate offerings? Mike P-Includes his mother's memorial fund for piano-tuning. Jim-Items restricted in when they can be spent. The largest category is 'pledges-next year', which would include checks written by members in June (part of last fiscal year) but marked to be applied to the fiscal year that began July 1. Don-Is total assets line carry-over from last year? Mike P.-Yes. Andrea-Includes minister's discretionary fund. Marcia-Designate a 'rainy day' fund? \*Discussion of this suggestion and general discussion of budget.\*

Mike P-Need policy on use and rental of the church. Neal-Current policy distinguishes between members and others and must conform with principles. \*Discussion\* Neal to ask Gin to do an informal survey of other churches, especially for fees. Mike P-Policy should go on website.

Don-How does Board communicate between meetings? Joe-Can email Board. Decisions should be made in person except in emergency. Mike A-Will email info needed to Don. Jim-Board documents separate from public Website? Andrea and Mike A-Yes.

Neil-Ceiling tiles need to be fixed.

Checkout

Adjournment

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**August 1 2009 Board Retreat**

Attending: Andrea Pixley, Mike Allen, Mike Paget, Peter Kandis, Joe Long, Larry Siegal, Barry Ahrendt, Marcia Fletcher, Jim DuPlessis

Also Present: Didi Dogette

Meeting Began at 9:15

Meeting led by Joe Long

Organization: Selection of committee liaisons. Committees needing liaisons listed. Andrea-Involved in RE on other level. Joe-Liaisons are contact persons for the committee, more active is fine but not required. Board of Trustees acts on behalf of the congregation, they set the policy, the Board carries it out.

Congregational Governance: Peter presents on Congregational Governance. Refers to points drawn from 'Five Smooth Stones' by James Luther Adams; the Cambridge Platform of 1648, Contemporary Reader's Edition; work of Rev. Susan Smith and Connie Goodbread. Definitions of governance by the World Bank and the United Nations Development Program; three steps to becoming a better board member; definition of democracy; direct democracy and representative democracy; governance process; committees are task-focused; comparison of boards and committees; minister(discussion of minister's accountability); ineffective congregations; factors when considering governance models. 'Discussion of reclaiming the language' Ways of organizing; leadership and management (Gilbert R. Rendle, Leading Change in the Congregation: Spiritual and Organizational Tools for Leaders); models of governance: policy governance, working board model, permission-giving model, "received" model (independent), shared ministry model; what would happen if there was no board? 'Discussion of communication between congregation and board. Proposals of methods for members and friends to express concerns.' Peter-Functions of board. Visioning and policy-making, sponsors, advocates, and consultants. Managers in congregations (models to modes), governance as leadership: fiduciary, strategic, generative. Stages of board transition: reflection, decision (1), trial, decision (2). Maxims; summary. Note: Much discussion throughout presentation.

More discussion of communication between the board and congregation, points made about differences in communication of tree removal and bush removal. Didi-Take questions and complaints graciously, even if it's something 'they should already know'. Joe-constitute a communications committee? Mike P-Walk congregation through websites one day (response to Andrea noting many congregation members aren't 'web-oriented'). Marcia-Goal is that congregation will perceive that we make the effort to communicate.

Afternoon Session begins 12:45. Minister and Committee Chairs present.

Mike Allen-Explains email accounts, distributes handouts.

Long Range Plan Review: Joe-Adopted May 2006. The Way We Are with Each Other. Topic: Leadership, organization, and polity (accomplished: committee liaisons, clean membership list, more explicit procedures and responsibilites). Mike P-Map to give a general direction. 'Discussion about making decisions by physical meetings.' Topic: Growth (accomplished: PT RE Director, education program for adults, loose-plate collection, increase attendance). Topic: Minister, staff, RE, and volunteers (accomplished: hire RE Director, job evaluation guidelines, ensure staff paid fairly). Topic: Buildings and Grounds (accomplished: staged plan for renovation, identify and implement desired changes). Topic: Finance (build awareness of finance, promote giving guidelines, reform Canvass). Topic: Membership Development (update membership information, membership definition statement). Topic: Membership development.

Agenda Item: Designate the landscaping committee

Peter-Reading concerning committees. Two paths presented.

Peter draws a rainbow representing vision grounded in our values (our mission is the path that leads to our vision). Our covenant borders the path of our mission. Long range plans are the signposts along the way.

Peter presents readings and an exercise concerning our spiritual gifts.

Peter reviews UU Seven Principles (Our Values), Mission, and Covenant. 'Discussion about Covenant' Peter-talks about our form of governance. Need for competence. Committee streamlining.

Joe-Closing remarks. Mike A-Comment on connections and bios. Neal-Make sure he's on the board email.

Committee Chair introductions. 'Discussion of buildings and grounds committee issues' Peter-The work of the committee is not having committee meetings. Regina-comments on term 'committee'. 'Study groups, work groups, and teams'

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**August 12, 2009 Board Meeting**

Minister: Neal Jones

Board: Mike Paget, Andrea Pixley, Barry Ahrendt, Mike Allen, Pat Mohr, Don Mohr, Jim DuPlessis, Dean Smith

Guest: Didi Dogette

Check In 7:10

Process Observer: Andrea Pixley

Don: Suggests listserv that is helpful in leadership.

Consensus Agenda: Minutes accepted with correction of Pat Davies' status.

Treasurer's Report: Jim-$15,000 in checking, down from June. Large pot of pledged money that can't yet be applied (restricted). Line of credit established, will show on report in future. Mike P-$1000 per month for loan payments budgeted. Jim-Should discuss paying more monthly. Setting up electronic payments on some items. Mike P-Discussed spending money on hymnals, can we place order? 'Discussion' Board moved to order 20 regular hymnals and put balance of hymnal money to Singing the Journey hymnal. Motion carried.

Barry-Question on pledge amount in treasurer's report. Jim-explains. Don-Any other business on treasurer's report? Mike P-Line of credit being used for B&G expenditures. Spent $5500 less on B&G than budgeted ($25,000) last year. Expect balance of concrete work to come out of regular account. Discussion of where to place line item.

HVAC: $1200 estimate on asbestos abatement. $48,000 for HVAC replacement.

Stewardship Campaign:  Don-Canvas? Barry-nothing new.

Don-Any comments on reports? Didi-OWL (Our Whole Lives)training for Jr. High and High School available in Columbia. Mike P-Will OWL be a recurring part of our curriculum? Can others be trained in delivering the training. 'Discussion of OWL and training trainers' No comments on other reports.

 Buildings & Grounds: Don-B&G Study Group. Draft of charter of B&G similar to handout (interior/exterior maintenance and improvements). Mike P-Issues with committee being more one person than a committee. Subcommittee can be designated per by-laws. Green Committee more than sanctuary. Andrea-Green sanctuary includes all aspects of 'greening'. Don-Build awareness of why we take actions such as pulling out bushes. Need for documentation of actions, appropriate for Green Committee. 'Discussion of general committee issues'

Past President: Mike P-Paving work should be done by this Sunday. Cement will be stamped when it is poured. Jim-When will we be able to park on it? Mike P-Not sure. Don-Will coordinate with greeters. Neal-Question about concrete stamping. Mike P-Will look like slate when stamped and colored.

President: Don-no report.

Don-Electronic resources? Mike A-Working on improving Fellowship web presence. 'Elaborates on planned changes and features' Mike P-Suggests in-service demonstration. Mike A encourages use of board email addresses. Mike P understands emails sent from other locations to board members are stored on the UUFC site. Mike A confirms. 'Discussion of email and web issues'

Don-How can we improve communication between board and congregation (suggested by Joe)? Tendency for board to deliberate for months and reach a decision congregation members don't see coming. Don elaborates on General Assembly example. Mike P-Thanks Barry for picking up on announcement discussion at retreat and putting it into action. 'Dicussion'  Andrea-Need to curb redundant nametags? 'Not determined' Jim-Improvement in tracking and raising awareness of committee meetings would be good. 'Discussion on how to communicate about committee meetings' Barry suggests board liaisons encourage committee chairs to publicize events and announcements.  Andrea suggests chart/calendar.

'More discussion of ways to improve committee communications' Discussion includes information sessions, improving existing channels, changing unigram, summary of board motions passed, list of committee chairs, institutionalizing communication practices, succession of account information, etc. Don-Final thoughts? Mike P-Need to create process concerning name change of congregation. 'Discussion' More final thoughts. Barry-Membership committee chair planning to step down, how to handle? Mike P-Leadership development committee recommends. Didi mentions transition issues for this chair.

Andrea-Process observations.

Barry-Brings up change of location for Board Meeting. RE Room 5 will be used.

Adjournment

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**Summary of Minutes for September 09, 2009 Board Meeting**

Previous minutes not accepted because they were not available to all board members.

Monthly Reports made and discussed.

Motion made to authorize use of credit line to pay for HVAC upgrade. Motion passed with proviso that debt service is confirmed to be within budget.

Motion made to name board member Marcia Fletcher to Leadership Development Committee. Motion passed.

Discussion of issues regarding announcements, multiple improvements proposed, will use multiple channels to communicate announcements.

Motion made to authorize Shared Worship Committee to set suitable dates for activities in their proposal. Motion passed.

Motion made to form subcommittee or task force to develop mechanisms to manage Adult Programming, including selection of a director for these activities. Ammendment: Authorize president to appoint chair of task force to make recommendations to the board on organization of Adult Programming. Motion passed with ammendment.

Motion made to have congregational meeting to make a decision on changing the name of the congregation, to be held on Nov 1.  Amendment: Additional opportunity to discuss name change will be available. Motion passed.

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**Oct 14, 2009 Meeting**

Minister: Neal Jones

Board: Mike Paget, Andrea Pixley, Barry Ahrendt, Mike Allen, Pat Mohr, Don Mohr, Larry Siegal, Joe Long, Jim DuPlessis, Marcia

Guest: Mary McLaughlin, Jessica Kross

Check In 7:05

Process Observer: Don Mohr

Consensus Agenda: Minutes and Consensus Agenda accepted.

Shared Ministry Committee Report: Jessica-Committee attended workshop in Augusta to determine role. Committee is an arm of the Board. Suggests communication is an area where the Committee can assist the Board. Side-discussion on distribution of memorandum. Discussion on memorandum and implementation of its recommendations. Additional discussion on role of Committee. Joe-Hang on to report and re-visit in December to evaluate state of these issues. Don-Rapid issuance of draft of minutes Joe-Board has a week to correct any errors. \*Motion to require Board to make corrections to minutes within a week, seconded, motion passed. Mike P-

Helpful to send minutes as an attachment. Don-Possible Q&A between Board and Congregation. Jessica leaves.

Personnel Committee Report: Mary-Met in September to put together job description for Youth Group Advisor position. 2,193.00 is expense for year at UUA recommended salary. Joe-Overlapping committee? Mary-Joint venture. Don-Collaboration with 'programatic people.' Joe-Concurrence of RE Committee? Andrea-Not looked at by entire Committee. Neal-Didi aware. Morgan doing some functions of position as volunteer. Andrea-This is a move toward separating the elementary and youth programs. Don-Wants a specific charge from the RE Committee before proceeding with advertising. Board needs to accept job description. Joe-RE Committee should approve before Board. Mike P-Has impression Morgan is being considered. Don-Exempt position, wage is to come up with total amount for year. Pat-Ethical issue to advertise internally without presupposing who will get it. Staff member will be spoken to regarding discretion on matters of hiring. Marcia-Can cause problems in the Congregation. Don \*moves that the Board authorize the Personnel committee to advertise through the normal internal mechanisms pending RE Committees approval of the job description and select and hire a person for the position. Marcia: \*Friendly ammendment that the Board accepts the job description. Seconded. Mike P-Morgan needs to be informed so she does not have the impression she has already been selected before we advertise the position. \*Ammendment for RE Committee to recommend to Board, not select and hire. Marcia-Budgeted. Motion passed. Barry-Background check issue? Andrea-Already done on Morgan. Side-discussion on background check issues. Mary leaves.

Treasurer's Report: Jim-Assets are down from a year ago and income is significantly lower than what was budgeted. Income comparable to last year but less than expected. More income normally arrives later in the year. Joe-We do get a boost in December. Finance Chair should send a notice reminding people it can go on this year's taxes. Jim-Expenses are below budget but higher than last year. Barry-Why total compensation is actual: 4,900? Jim-Didi not receiving full salary due to being out from injury. Discussion of other shortage in wages/salary paid. Jim-Shows format he is developing. Joe-Thanks Jim for efforts regarding Didi's workman's comp. General acclaim. Larry-Didi's insurance coverage? Don-Advocates insurance for all staff. Discussion of workman's comp medical coverage. Don-Pledges, still a number of pledgers who haven't turned in a pledge card, people we would expect 100% of the time to pay. Barry-No quarterly report on pledges? Mike-Pat was not aware of report issue. Mike P-Errors on last year's reports. Larry-Mistakes upset some people. Don-Should bookkeeper track this? Joe-Finance Chair is responsible for seeing it gets done, bookkeeper might execute task. \*Motion that Treasurer's Report be accepted with stipulation of questions being answered. Seconded and carried.

Joe-60th anniversary of Congregation coming up. Don-Has list of 19 names of all original members.

Worship Committee Recommendations: Joe-Thinks recommendations on announcements are reasonable, should reduce amount of business and make the service more of a worship experience. Discussion of recommendations. Particular discussion of announcements in addition to the printed announcements. Enthusiastic discussion of idea of 'blast email' announcements, highly favored, especially by Andrea. More discussion of how announcements should work and be adopted and publicized.

Administrative Report: Joe-no need for discussion, but very helpful.

Request to sponsor Dan Thompson to Ministerial Fellowship Committee: Joe-Why should we sponsor him? Discussion of Dan. \*Don moves to sponsor Dan to Ministerial Fellowship Committee, seconded and carried.

Past-president: Mike P.-Name-change discussion and comments on Neal's article in the Unigram on the subject. Oct 25 will be moderated by Joe. Don-Recommends people who previously spoke on the topic be encouraged to let others talk. Mike P-Shares three options that discussion has produced so far. Goal is to vote down to one option, then final vote comparing that to our current name. Marcia-Suggests addition of 'of the Midlands'. Further discussion of name-change. Barry-Agenda for Oct 25 meeting? Joe-Yes, with explanation of by-law requirements. Barry- Does agenda allow for further discussion. Joe-Yes. Mike P.-Would further discussion be useful? Barry-Suggests short discussion of options for people who have not yet voted. Further discussion: ballot options, motion scenarios, time limitation on discussion (20 minutes), rules of order, time limits on individuals (1 minute), allowance of discussion of new options, how to ask for motion on name, details on voting rounds, switching votes, use of peer pressure and social influence, begin ASAP after service, when new members are allowed to vote (1 month), give motions to Secretary in advance, calling the question, what motions are necessary, what is really a motion, implicit motions, suggestions from the floor, motion to restrict choices (only to counter suggestion for additional names), motion to choose from names already discussed, new name would be ammendment, phrasing, summary of how meeting will be conducted, after name change there will be implementation issues, formal notification. Mike P.-Leadership Committee identifying three people for B&G, including Chair. LC also looking at replacing Membership Chair. Barry-Shares co-chair volunteer. Joe-Other cycling of committee of members. Chairs formally appointed by Board. Mike P-LC should bring to President. Putting together a chart for standing committees to stay on top of three-year rotation. Members groomed to become chairs, chairs source of future Board members. Joe-LC encourages officer to attend Leadership. Mike P-Oct 24 Clean-up day, tree-planting (Italian Cypress), Betsy advising on landscaping, willing to serve on committee. Request for authorization to purchase trees. \*Jim moves to authorize payment for purchase of specified trees. Seconded. Joe-Discussion? Mike P-Would like a lot of help. Hazardous waste under the building we need to get to DHEC, things John doesn't need anymore. Please talk up and encourage. Barry-Were native trees considered? Andrea-Yes, Cypress was best alternative. Pat-They do grow here. Neal-Situation on HVAC?

Barry-Should get by end of October. Joe-One weekend w/o HVAC. Andrea-Low interest loans for greening. Jim-Sunk costs in line of credit (set up fees), probably can't save on this loan. \*Motion voted on and passed.

President: Discussion on chalice-lighter. Mike A.-Requests decision on switching ACS from administrative computer to online package ACS is now offering, similar to current monthly cost (now 114/month, new 204/month, 648 to set up). Understands current fee coming from Finance Committee, could come from Tech Services Committee. Mike A. answers questions and explains ACS issues. Jim-online reduces risks. Andrea-considers ACS an inferior program, other programs could be customized for us. Current fee will go up in 2010. Don-Access issues. Mike A. elaborates. Mike A moves that we switch from ACS on local computer to online service with set up costs coming from Tech Support Committee and fees from Finance Committee. Seconded. Barry-Sufficient funds? Ammendment to make motion depend on sufficient funds. Motion to table motion for a month seconded and passed with two nays. Don-Asks for clarification on access. Pat-What is set up cost for? Mike A explains. Discussion of set up costing.

Adjournment

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**November 11, 2009 Board Meeting**

Minister: Neal Jones

Board Members Attending: Mike Allen, Joe Long, Don Mohr, Barry Ahrendt, Dean Smith, Marcia Fletcher, Jim DuPlessis, Larry Siegal, Mike Paget

Guests: Lee Myers, Didi Dogett

Barry: Opening Reading

Process Observor: Don Mohr

Consensus Agenda: Neal comments on RE section completion and new members classes. Rest accepted.

Treasurer's Report: Jim-Determining what is normal. Now at 88% of revenue we have budgeted. Good time to start to address pledges. B&G $9600 over budget. May be a problem with how we are accounting for captial expenditures, welcomes guidance. Worship committee $1300 over budget (YTD). Mike-Should be considered over entire year. Jim-However, report goes by month. Debt service has been $800 rather than $1000, utilities are down. Joe-Refers to B&G chairman on their budget issues. Don-Upfront expenditure of Worship committee amortized over year. \*Discussion of expenses and accounting.\* Joe-Importance of committees keep Jim informed of expenditures over current month. Jim-Ahead 4% in revenue for four months, expenses are up 22%, some of which is 'forward spending'. Ocotober: revenue up 19% over last year, still below budget. Distinction between our bank accounts and accounts for different committees and purposes. \*Jim explains further.\* Joe-Pat Davy can send out a reminder. Andrea-Youth leader expenditure? Jim-Why RE is underbudget? Joe-Seems to be bookkeeping. Mike P-Accounting difference, hymnals should be music line item not Worship committee. \*Discussion of Worship committee budget.\* Joe-Asks Jim & Ann to check line items agains ACS. \*More accounting discussion.\*  Jim-Would be helpful for some to set up automatic payment of  pledges, can often be set up online if you have online banking. Marcia-Bank draft? Jim-Discourages that, harder to stop. Barry-Likes idea of automatic payment plan to church. \*Discussion of this option\*

Process Observation: Don-Lot of time spent on finances, some people go blank on budgets. Joe will contact Pat. Don-Need for new directory. Neal will follow up.

Membership Database: Jim-Discussion is moving system from desktop to online database. Costs double per month, $648 setup fee. Will increase overhead, but new setup will be available to more users. Members who are dispersed and available at different times will be able to use the web-based system. Would make us more nimble in using the information that we have, which is currently in isolated pockets. Joe-Make accessible on read-only basis to congregation-at-large? Jim-Different levels of access possible. Mike A-Bookkeeper, administrator, treasurer, and others can access from anywhere/anytime. Don-Helpful with canvas 'cleanup'. \*Don moves we go to ACS On-Demand and that the proper people determine correct access. Marcia-Do we have the money to do it? Jim-Extra $100 a month. Mike A-Seconds. Discussion: Mike P-Not many of us familiar with ACS, we need training program. Joe-Automatic backup, multiple users helpful right now. Jim-Some built-in training. Larry-Helpline? Mike A-Yes. Mike P-Intentional training instead of catch-as-catch-can. Barry-Database accessible from where? Jim-Anywhere, including home. Mike A-Two sides, congregation will have access to personal information. We will have detailed control for who has access to what. On Demand has more control than current software. Vote passes with one nay. \*

Joe-Categories of membership in database, board approval for Ann to change? Jim-Individual information and cohorts, don't have to get into relationships. Andrea-ACS already has households. Don-What about youth members? Joe-There is defined. \*Informal consensus to allow Ann to use her own good  judgement in setting up categories.\*

Green Committee: Don-Is concerned about thermostat settings piece of report. Andrea-Anticipates new system. More efficient to have it on and set correctly than turn on and off. Don-Anyone monitoring compost situation in kitchen? \*John Squires\* \*Neal will discuss pile with John\* \*Motion to adopt policy as presented by Green Committee. Seconded. Discussion. Change wording on Vegetarian line from 'preferred' to 'encouraged'. Change seconded. Motion passed with one abstention.\* Barry suggests pulpit editorial.

Name Change Formalities: Joe-Board must approve name change. \*Motion to approve name change voted on by congregation. Seconded. Adopted unanimously.\* Dean will follow up with Secretary of State, financial issues belong to the Treasurer. Joe-Take advantage of name change to do some marketing. Marcia-Leadership Development committee looking to establish a Communication committee. Marketing should be looked at carefully. Jim-In meantime, press release? History of congregation story. Marcia-Name change main  message, should stick to that. Barry-Willing to coordinate list of anything that needs to be altered in accordance with name change that involves spending money (eg, new stationary). Don-Get release out while it is still news. Joe-Barry please send email requesting the information. Marcia-Will handle release, but shouldn't stop there. Need to get a handle on communications issues. Marcia will draft white paper on issue. \*Joe and Neal will be contact people in release.\* Lee-What about ad in paper? \*Gin can do that.\* Mike P-Leadership Development committee meets on Sunday.

\*Barry moves Board instruct staff and officers and committee chairs to inform anyone with whom they deal outside the congregation in an official capacity of the recent name change. Seconded. Discussion. Motion passes unanimously.\*

Scheduling Coordination: Joe-Issue with conflicting events for same space. Can tech committee help with this? Mike A-Master calendar is limited on who can make changes, Gin, Neal, and President. Neal-Gin should be gatekeeper of calendar. \*Discussion\* Joe-Gin should add to newsletter/announcements. \*Discussion\* Joe-Article in Unigram and mass email, Mike A will follow up. Larry/Lee-Specification of space. Andrea-Calendar doesn't currently do that. Mike A-Issues with getting full functionality on calendar, will be possible when fixed. Neal will follow up to make sure Gin includes space. Marcia-formalize how events are requested.

60th Anniversary Celebration: Joe-Good thing for 'PR' committee to work with. Don shares history of congregation handout. \*Joe-Requests authorization to form ad hoc committee to handle anniversary celebration. Don moved, Larry seconded. Don-points out resolution about events bringing people from out-of-town. Motion passed with no abstentions.\*

Past President: Mike P-Need to organize sod crew before it gets too cold, will ask Gin to put notice out and recruit actively. Don-Need hoses to water it. Mike P-Needs committment to water daily. Neal-Suggests Regina Moody's involvement. Mike P-Signage front burner now name has been changed. Revisit design. Price concerns. Involves different committees. \*Discussion\* Joe-Ask Leadership Development coordinate for now. \*Signs of agreement.\*

Andrea-Green Committee requests $263.50 for universal recycle bins. Three sets for different areas. No budget because not a standing committee. Narrower than current trash cans. Barry-where can we get the money from the budget? \*Discussion\*   \*Don moves approval of expenditure provided it is taken from appropriate account in the budget. Seconded. Discussion. Motion passed unanimously without abstention.\*

Neal-Sell old wooden chairs for $5 apiece, give the rest away. \*Don moves we do this. Seconded. Discussion. Motion passed unanimously with no abstentions.\*

Mike P-DHEC issues with waste disposal. Several 18-gallon bins. 576-2446 is the number to make an appointment to pick up container. They will only give out one per household. \*Discussion\* Mike P-Hidden key for basement instructions.

Andrea-Job description issue for Youth Coordinator. Andrea shares description. Don-The work required by the draft job description cannot possibly be done in the number of hours budgeted for this position. Larry-Has this been reviewed. Andrea-3 hours. Joe-Genuine need for discussion, should go on December agenda. \*Discussion\* Joe will put on next agenda and invite those concerned. Marcia-Has it been through Personnel committee. \*Yes\*

Checkout/Adjourn 9:10

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**December 9, 2009, Board Meeting**

Minister: Neal Jones

Board Members Attending: Mike Allen, Joe Long, Don Mohr, Barry Ahrendt, Dean Smith, Marcia Fletcher, Jim DuPlessis, Larry Siegal, Andrea Pixley, Pat Mohr

Guests: Didi Dogett, Mary Machlachlan

7 PM: Check-in

Process Observer: Barry Ahrendt

Consensus Agenda: Don-Gin's report? Neal will follow up.

Personnel Committee: Mary-Youth Coordinator job description. Pat-Do we need to mention that's it's only a three-hour a week job? \*Discussion\* Conclusion-the exact hours can be in the offer letter or advertisement. \*\*Jim: Move to accept job description as is. Barry: Friendly ammendment to add 'part-time' to the job description, after 'serve', concurrent with original motion. Seconded. Passes unanimously.\*\* Mary-raises issue of hours possibly increasing in future. Mary leaves 7:19.

Treasurer's Report: Jim-Bookkeeping move to on-line. \*Distributes hard copy hand-out\* Extra Sunday of collections, expenses for year over budget by $1000 and income is below budget for year-to-date by about $4000. Doing better in comparison to last year. \*Elaborates on report\* \*Discussion of capital fund\* Jim-Budgeted to pay $1000 toward debt, currently paying $800, which is more than needed. Revenues are higher than last year but basically on par. \*More elaboration\* \*More discussion, especially of accounting of 'share the plate' revenue\* Don-Brings up follow-up on pledges. Joe-Suggests check with Pat Davies. Don will follow up with Pat and Michelle to make sure the pledge cards are in the package. Barry-Offers to find some more pledge cards. Larry-Similar deficit this time last year.  Neal comments on improving organization of pledge kit. Don-May be better to wait until next month before looking at cutting expenses. Joe asks Jim to research expense situation. Neal: $238 in discretionary fund. Jim-Not known yet how much collected in 'share-the-plate'.

Process Observation: Barry-Hearing from most everyone and moving ahead with business expeditiously. 'A-'

Green Committee: Joe-Board passed a policy not to set temp higher that 65, uncomfortable to some, should we change? \*Discussion\* \*\*Andrea moves to ammend Green Policy to set temperature to 68F in winter. Jim-Friendly Ammendment to say 'recommend'. Seconded. Passed unanimously.\*\*

Christmas Bonuses: \*Discussion\* Conclusion-We will plan for this next year. \*\*Don-Moves to approve Christmas bonus for all staff of $125.00 each. Seconded. Passed with one nay.\*\*

Communications: Barry-Question of new logo and graphics for new name, has contacted an artist willing to do for 4-500 dollars. \*Elaborates on printing and quality control\* \*Discussion\*

Marcia suggests note card with logo. \*Elaborates on cooperation with artist\* \*Discussion of logo and publicity budget and signage\* Joe suggests waiting and discussing with congregants for about a month. Barry will follow up on logo input and needs. \*Discussion of letterhead\* Subject informally tabled until next meeting.

Further business: Name change expense of $110.00. Don-Membership issue. Joe-Resolved. \*Discussion of membership change issues\* Mike-ACS transfer has taken place, data is out there, five accounts created (one for board, treasurer, Gin, bookkeeper, committees). Andrea-Chair money counted separately so we can make an annoucement. (referred to Pat Davies).

Checkout.

Adjourn 8:20 PM.