**Minutes of UUCC Board of Trustees Meetings**

**January - June, 2010**

**Dean Smith, Secretary**

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**January 13, 2010 Board Meeting**

Minister: Neal Jones

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

Guests: Mary Maclachlan, Didi Dogette

Process Observer: Andrea Pixley

Meeting Start: 7:03 PM

Check-in

Consensus Agenda: Minutes Stand

Minister's Report: Accepted as read.

Treasurer's/Bookkeeper's Report: Jim-Down 6% on Revenue (6% variance from budget). Getting as much money as a year ago, less from pledges but more from plate collections. Shortfalls from rentals and fundraisers. May be able to delay some B&G expenses. $49,000 for HVAC, check not cut yet. Mike-Would like to see separate sheet for line of credit. Jim-Line of credit is a balance sheet instrument. The main thing to know is that we should not be counting capital expenses among our general expenses. We came into the year with the intent to spend roughly $60,000 to $70,000 on big-ticket, long-term projects, including the handicapped access sidewalks and parking lot, and replacing the heating and air-conditioning system (which includes asbestos abatement). Those expenses were not included in our budget; instead we budgeted for up to $1,000 a month to make payments on debt used to finance those projects. The BB&T Line of Credit is the tool we use to pay for the projects; what is missing is accounting structure to reflect our intent. The standard way to do this is by creating a Capital Account in the books. We are on budget on spending, but because of lower revenue we have a net deficit of about $1,400 for July through December. Therefore, we need to be very intentional about our spending and curtail or delay wherever we can. We still have about six months to make it up.

Jim- Line of Credit is shown on a detail sheet and on the balance sheet sent by e-mail from bookkeeper Ann Cargill. Line of credit is a banking tool; the accounting for capital expenses is normally done by creating a Capital Account in the books. Capital expenses this year consist of $11,000 for handicapped access paving ($5,500 paid through cash) and $1,200 for asbestos abatement related to the replacement of HVAC. The expense for the HVAC replacement itself will be $49,000, but not received invoice yet for it. Board tonight will be considering another $1,000 in spending for thermostat work that Jim considers part and parcel of finishing the HVAC work. Meets the typical rule-of-thumb threshold for capital expenses of about $1,000. Jim also noted that the balance sheet does not include the RE bank account, which is part of the congregation’s core mission. Spending related to the account is reported indirectly. This is a legacy issue, but one that needs to be corrected. RE money would remain RE money because it is restricted by the board – the practice of any non-profit using fund accounting. Essentially, the board protects funds, not a bank.

New Member Canvassing: Don-Should be standard, some we're not sure have been canvassed. \*Discussion\*

Green Committee: Andrea-How to make expenditure for recycle bins with money from sale of chairs.

Personnel Committee: Mary-Interviewed two candidates, chose Morgan who has been doing the job. Recommend. \*Moved to accept recommendation of Personnel Committee and RE for Youth Coordinator, seconded. Friendly amendment to start her Jan 1st. Motion carried unanimously. \*

Next Major Initiative: Joe-Shouldn't decide tonight, but consider next B&G project. Suggests appreciative inquiry. General refurbishment of RE wing, Garden/Wall have been suggested. \*Discussion\*

DRE Report: Accepted as read.

Adult RE: Report Received

Discussion Agenda:

Ashes in Memorial Garden: Mike-Should be part of landscaping master plan, should be permanent. Marcia-Legal concerns? \*Discussion\* General consensus on making it part of the plan. No squick.

Logo: Barry-Issue of having professional artist design our logo. \*Presents handout with deliverables.\* Marcia-One quarter what it would normally cost. Joe-Probably use 10 years or more, professionalism will show. Marcia-Graphic identity as well as logo. \*Discussion\*

\*Motion for Barry to work with the designer (Hugh Jacobs) under parameters discussed and money will come out of Publicity. Seconded. Passed with one abstention.\*

Papers of Incorporation: Dean-Costs $10. Needs President's signature.

Canvass Planning: Joe-Peter not available except for guidance. Barry-Not available to chair this year. Joe-Objective to have a firm budget to propose in May.

Social Action Survey: Barry-\*Distributes handout on congregational study/action issues; explains.\* \*Motion for Barry Ahrendt to present the UU Congregation Poll on UU study/action issues for vote by the congregation due Feb 1st with committee's recomendation for issue #4. Seconded. Passed, no nays, no abstentions.\*

Directory: Don-need email addresses and primary phone numbers. Marcia-Has Excel spreadsheet sorted to separate members and friends. Can format to create a directory. Mike A-Can put on ACS. \*Discussion\*

HVAC: Joe-Glenn White's proposals are on agenda. \*Discussion\* \*Jim said he considered the spending to be part of finishing the HVAC job. He moved that they be considered a capital expense and funded from the Line of Credit.. Seconded. Passed with no nays or abstentions\*

GA Committee: Joe-recommends experience.

Rental Rates: Joe-Adder for sound tech. Mike A-Offer option for group meeting to pay $50 (if nonmember), $25 for UU event. Adder would go to sound tech to come in on their own time. Whether per hour or event depends on length of event. Andrea-Additional amount after certain time. Don-Needs to be defined. Neal-Could it be decided individually with sound person to come in. Joe-Nice to have something Gin can tell people. Mike A-$50/$25 for up to two hours, negotiated with sound tech past that. \*Discussion\* Defer to next month for consideration and review of policy meanwhile.

Past-president: Mike-Leadership Development Committee update. Membership guidelines. \*Discussion of by-laws concerning replacing chair\* Barry-Is co-chair of membership committee being sought? Mike P-Yes.

President: Joe-Complements Board.

Certification of Membership: Neal-membership committee requests Board review letter indicating membership is in question. Larry-Add part inquiring why someone might be dropping out. \*Discussion\* \*Motion to approve letter with suggested changes. Seconded. Passed with no nays or abstentions.

Check-out 9:18 PM

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**Feb 10 2010 Meeting**

Minister: Neal Jones

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

Guest: Didi Dogette, Sonya Jones, Jerry Cover

Check In 7:05

Process Observer: Pat Mohr

Consensus Agenda: Don-Suggests will need discussion on Treasurer's Report.

Building & Grounds: Jerry-Reports on issues with leaky roof. Committee can go ahead with resources it has, Board will need to approve any additional resources needed. \*Discussion of specifics like gutters and flashing and costs.\* Jim-This is outside routine maintenance and should be considered a capital expense, to be funded through the line of credit. Mike-Where did B&G budget go? Jim-Spent $6900 so far this year, already over budget (termite work, improvements, etc.). \*Motion from Jim-Follow recommendation of B&G committee as to which contractor to go with and pay as capital expense to be funded through the Line of Credit. Marcia-friendly ammendment to get gutter recommended installed when this work is complete. Seconded. Discussion-Barry, we should investigate gutter but not approve until we know the price. Negates friendly ammendment. Motion is to go ahead with roof repair and investigate cost of gutter, capital expense, middle price. Motion carries unanimously.\*

RE Accounting: Joe-How we handle our budget and accounting, reasons and objectives to be met.

Jim-explains his proposal to close the separate RE bank account and handle its money using the congregation’s accounting safeguards. RE committee members have said they need to buy refreshments and supplies on short notice, and they are worried they might “lose” money that had been dedicated to their program. These concerns would be addressed by allowing the RE director and chair to have debit cards to buy supplies on short notice. The cards would draw from the main account with a reasonable spending cap. RE funds would be protected as all funds in this congregation and other non-profits are protected: by classifying dedicated funds as restricted to that purpose. As it is, the RE director is handling the money, and its income and expenses are not being included properly on the congregation’s income statements. Also, our balance sheets have not been showing the RE account, even though it a core mission of the congregation. There’s no indication any money has been spent improperly, but the current practice violates principles of accounting “hygiene.”

Sonya-restates issues for clarity, asks for elaboration on reporting procedures.

Jim- This congregation and other non-profits separate authorities to safeguard funds. For example, the Treasurer signs checks and approves spending, but the Treasurer cannot collect money. Likewise, the Finance Committee Chair deposits money, but cannot sign checks.

Joe-explains procedures used by other committees.

Mike-points out difference in frequency of need for RE committee. Sonya-explains RE current practice, doesn't see how debit card is substantially different from being able to write a check, notes occasional high expenses that have already been budgeted for would require an extra step. RE does fundraising that should be kept in RE account. Elaborates on difference between RE program and traditional non-profit. Would increase Ann's workload significantly.

Jim-Requests RE financial reports that have been submitted to the RE committee. He notes that he had asked the RE director to bring all reports that had been presented to the RE committee, and notes that RE director has given him only a single sheet, for one month. He notes that RE director has told him that many reports were presented to the committee verbally.

He explains Sonya's concerns can be addressed through traditional methods. We have gaps in our books concerning RE.

\*Discussion of time needed to set up. Discussion of polity, committees, reports, requisitions and the proposals.\* Jim-current practice not prudent and exposes participants to risk in handling RE finances. Barry-Minister's process? Neal-Similar to committees. \*More discussion.\* Don suggests table to next meeting. Sonya-agrees, mentions they can have more up-to-date reports then. Jim-more elaboration of accounting practices.

Pat-Process report.

Andrea-Current practice very irregular, needs more discussion with all parties present. Joe-Sense of the Board on continuing discussion? Marcia-Suggests sit-down with Jim and RE committee and Andrea and come to some consensus. Don-Suggests appointment of subcommittee. Barry-Any committee this falls under? Joe-Can't think of one. Barry-Should be up to the Board at this point. Joe-Do we thrash out as whole Board or smaller group. Didi expresses willingness to accommodate decision of the Board and want to respect committee's perspective also. Didi exits. Pat-comments on objectives of taskforce. Andrea-not an issue when idea of alternate accounting was introduced, sent email based on willingness as long as needs were met, but resistance has developed since. Jim-thinks the Board needs to lay ground rules, wants to talk to committee about how RE's needs can be met with more traditional accounting. Board should decide whether parallel accounting can continue. Joe-Addresses mistatements about committee chairing and approval. Agrees with Marcia's suggestion, appoint Andrea to chair subcommittee with Jim and Marcia on it. Neal suggests Ann. Joe allows committee can consult whom they want. Need proposal by next Board meeting. Notes we're using Didi to do bookkeeping instead of Ann. Barry-recognize RE's fundraising and need for flexibility. Board supports formation of committee. Joe asks for progress reports on this.

Treasurer's Report: Jim-We did better in January. Revenues 4% above budget and 14% ahead of last year while expenses w8ere 5% below budget. Good month. Joe suggests Jim use announcements as opportunity to encourage payment of pledges. Jim-YTD, about $6000 below budget on revenues, $7000 below on pledges. Elaborates. Andrea-Asks about miscellaneous contributions. Jim-received money not described as pledges. People giving outside of pledges generously. Larry-friends donate money. Joe-some friends pledge. Barry-Appropriate to have brief monthly summary in Unigram on congregation's finances? Don-has list of all who pledged, thanks to Marcia has a directory of pledgers. Notes six people who are significant pledgers who have not pledged this year. Another half dozen members really engaged in congregation who may not know they have the opportunity to pledge. Would like to identify individual who can use a script to contact these potential contributors. Jim-at some point we need to have a unified pitch like with the chairs, something aspirational. Not just talking about pledges. Looking for feedback on coming up with good encouragement to give. \*Discussion\* \*Don moves Board authorize Don Mohr to assemble a committee/taskforce to address pledge prospects. Seconded. Motion passes unanimously.\*

Mike-comments on the value of this project.

New Logo: Barry- Hugh Jacobs has come up with three basic design. Shows powerpoint. \*Discussion of options\* Board is happy with choices.

Ad Hoc Publicity Committee: Marcia-Provides handout on proposal for publicity committee. Don-minister will serve as ex officio member of all committees except leadership and development, so that line can be deleted. Mike-It's the president who is a member of all committees. Andrea-Brand is how you want your customers to interpret you. \*Marcia moves the Board reactivate this committee according to the proposal. Barry-Does it need to have a set lifespan? Joe-reactivate per year. Seconded. Motion carries unanimously.\*

Don-Only a small number of committees chartered.

Past-president: Mike-Susan DuPlessis will be 'decor person'. Getting ready for next round of chairpersons. Van accessible area popular for parking, need to keep space open for van. Slipper front sidewalk, est. $800 to fix. Pat-low spot needs to be fixed also. Joe suggests lowering a bit for better drainage. Mike-will talk to contractor about possible solutions.

9:19 Checkout

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**March 10, 2010 Board Meeting**

Minister: Neal Jones

Board Members: Joe Long, Marcia Fletcher, Mike Allen, Jim DuPlessis, Andrea Pixley, Pat Mohr, Dean Smith, Don Mohr, Barry Ahrendt, Pat Davy and Mike Pagett

Guests: Didi Dogette, Erica Patterson, Bethany Storlazzi, and Sonya Jones

Meeting Starts: 7:04

Check in

Process Observer: Pat Mohr

Consensus Agenda: Passed

Landscaping Request: Erica Patterson-Describes planned tree planting. The dogwood grove will be placed per long term plan for landscape. Andrea-Email says we don't need sand. Pat-Offers latest price, under $400. Erica-Agreeable to Pat's suggestion. Neal-Do we have a good idea of exact placement? Don-In architect's plan. Erica-pavers will just be set into sod, will be movable. Will pay and request reimbursement. Joe-Outside normal B&G budget. Don-Gun shy about spending the money this time of the year. Budget is not robust. Possible alternative financing. Jim-Need firm plan to increase pledges, RE Wing a priority, this may be able to wait a year. Could have a special drive for planting and RE wing improvements. Don-Acknowledges some urgency to get dogwoods planted at the right time. Erica-Did not want to take funds away from RE fundraising. Neal-Can find 5 people to buy 5 trees at $65. Joe-Can go ahead as long as it does not compromise existing pledge. Check to UUCC with note for purpose. No vote required, within committee's scope.

RE Financial Arrangements: Andrea has provided handouts with proposal. Didi-Has question about 'DRE supports proposal' part of handout. \*Andrea OK with striking that. Board reviews proposal.\* Sonya-RE didn't agree closing account solves problems, thinks debit cards may be less financially conservative approach, in agreement with Andrea and Jim about other fiscal concerns. Don-If Worship Committee want to purchase 75 hymnals, what would be the paper flow? Jim-Ask treasurer to see if within budget, order would be made online by Gin, would come to UUCC as bill. Don-Compares to how RE would accomplish purchases. Jim-Small amounts paid by RE that can't always be predicted exactly have to be provided for. Don-major expenditures can be handled through normal process. Joe-Asks about signatories. Sonya-Second person needed as signatory beside Didi. Barry-Struggling to understand value difference between two proposals in terms of accountability. Sonya-Sees check as written record without access to main account. Larry-Debit card easy to use within $100 limit. Mike-Lucky we're not dealing with a problem. Concern with keeping it not a problem. Clearer bookkeeping transparencies wanted. Notes RE wants to stick with current system, Mike supports this with clearer documentation. Compares to Coffee House finances. Find a way to ensure transparency. Jim-Is there a Board for Coffee House? Mike-No. Marcia-Reservations about debit card being lost or stolen, prepaid Visa cards an alternative which can be spent like cash. Jim-special arrangements would need to be made for prepaid. Debit card provides immediate record of spending. Bethany-Issue of statements? Jim-Not an issue, issue is 'separate island' of congregational funds. Never reported properly in the books, very irregular, a risk exposure. Expenses of RE committee not detailed. Joe-Have been gradually reducing the number of accounts. Bethany-Sonya can contribute to improving transparency. Jim-Need to not have another layer of bookkeeping and dividing fiscal responsibilities. Barry-Which proposal is less work? Andrea-Initially the new proposal would take more work, but consolidation would save work in long run. Sonya-Equal amount of work, record keeping same, fund access different. Pat-Strictly record-keeping to have one account for a non-profit. How would change make more difficult for RE? Sonya-Also concern about transparency and accountability, hard to keep up with RE expenses with main account, has been tried in past. Accounting should be same, only separate account. Andrea-Not an issue with paperwork, issue of money being taken from RE when congregation needed it had been a concern. Sonya-Agrees RE funds should be used for emergencies, there was an issue of money not being reimbursed. Larry-Finance issues much smoother now, irregularities less likely to occur. Don-Polity issue, by-laws clear that Board is responsible for congregation finances. Much growth, RE more vulnerable if separated this way, check writer responsible for mistakes instead of congregation, not best thing for the program. Mike A-Communication issues were root of prior problems, current structure with ACS has better checks and balances and reporting. Either choice should not cause the same problems of expenses not getting reimbursed. \*Motion: Jim moves adoption of proposal as presented by Andrea. Seconded. Joe-Further discussion? Barry stresses Board's faith in integrity of all involved and sees benefits of one account. Sonya-In past been assured Board wants to write out how money will be handled, asks account not be closed until management of funds is clearer. Don-In RE committee's shoes would want more detail. Jim-Would be useful to all committees to have summary of this. Joe-Would be restricted account. Jim-RE funds can't be spent on non-RE expenses unless Board lifts restriction, part of funds raised by RE committee. Fair to consider all restricted. Didi-RE wing has to run dynamically, describes some larger expenses that would normally be reimbursed back to the checking account. Jim-Governing document will be budget and policy of church. Didi-Will continue under RE budget. Larry-Subsequent RE fund will remain in restricted RE fund? Jim-Yes. Larry-Occasionally larger expenses require immediate funding, Jim and Joe only ones that can write checks, what if unexpected expense over $100? Didi-Will know ahead of time in new system, her question is about transition. Would like to sit with Sonya and Bethany and Jim about this. Motion passes unanimously with no abstentions.\* Joe thanks all involved. Pat suggests revisiting in year. Sonya exits. Erica exits.

Process Observer Reports.

Treasuer/Bookkeeper's Report: Jim-We need to raise more money. Pledges still coming in below budget, expenses are also below budget but not by as much. Showing slight deficit for year. Issue is pledges not coming in as expected, must increase pledges or decrease spending. Don-Revenue from pledges or pledges? Jim-Revenue. Don-Need to reach out to faithful pledgers, will approach for new pledge cards. Pat-Disappearing supplies, sign-up sheet for supplies may be needed to control supply expenses. Mike-Coffee House supplies have disappeared also.

\*Barry-Proposes treasurer reports in Unigram on state of UUCC finances. Pat-Suggests attendance tracking also. Don-Likes Pat's attendance issue. Joe-Non-germaine. Joe-Friendly amendment. Barry restates motion: Direct finance chair to create means to inform congregation weekly of pledges received and treasure make monthly report in Unigram on financial status of congregation. Mike A seconded. Jim-Notes some difficulties with succinct Unigram report that might be misleading. Doesn't want to leave out important details. Joe-Notes anyone who wants to can get the same financial info as the Board. Jim-Agreeable with that understanding more information is available. Pat-Pledged vs. collection would be good way to track weekly. Marcia-Asks for clarification on pledge revenues. Jim-Pledges on mark, collection of revenue from pledges below expectation. Andrea-Need to reevaluate everything, revenues down in rentals and plates too, suggests 25% of all plates going to chosen charity rather than one plate a month, also rental issues. Neal-Rates same for years, doesn't think we're charging too much, in line with other churches. We've lost a couple of groups. Have better facilitiy now. Joe-Motion? Passes with one abstention.\*

Logo: Barry-Printed samples. Shows up darker in print. Joe-Looks nicer on a better printer. Barry-Went with option A, chalice with base. Shows chalice without a base. Pat requests print outs be passed, so it is done. Don-Can this be blown up t-shirt size? Barry-Building size. Which design do we like better, clean-line, base or no base? \*Discussion\* Joe: Three-way vote. Three for no base. Six for base. Chosen: Modern with base.

Barry-Shares web design. Next issue is paying the artist. Joe-Board already authorized payment.

5-minute Break

Bethany and Pat exit.

Canvass:Joe-Kevin Meredith has agreed to chair this year's canvass. Told Kevin he has Board's support. Pre-canvas likely-early pledges. Can announce we already have pledges for x many dollars. Don-This I Believe will be related to canvass, about values. Pupit editorial. Neal-This I value? Don agrees. Joe-wants to close canvass by first week in May. Jim-What is process for building budget for next year? Joe-Finance committee responsibility. Pat-March is when committees should be back to Finance Committee with requests. Mike-Last years committees were asked to submit proposal to Board. Joe-Should go to FC then Board. Don-Argues for reserving more money for scholarship.

District Assembly: Proposal to re-name District, eg Town Jordan District. Don relates Town story. Marcia-People shouldn't stumble over name. Joe-There is a mechanism to add more options but it is difficult. Don-Last time was very divisive. May be a vote to do away with districts. Joe-Need to designate four delegates, Joe and Mohrs and Turnipseeds and Neal. Jim-Cost? Joe-$30 and travel expenses. Jim is considering going. \*Motion to choose delegates offered: President, President-elect, Minister, a Turnipseed. Joe can designate a replacement if someone can't make it. Don-Can we wait a month to see if others are interested? Joe-Asking for volunteers may be problematic, invite people to attend, delegate later. Pat will make sure it gets in Unigram. Motion to table until next Board meeting, seconded.\*Discussion\* Motion to table until next month passed unanimously.

60th Anniversary: Joe-It's next month, no time to do something elaborate, maybe sheet cake. Neal can touch on in sermon. Mike-Shares Homecoming suggestion, invite old members to come. Joe-May be too soon, but likes idea. Neal-Do in May? Joe-Yes, need logo on cake. Don-Knows how to contact old members, would take a fair amount of work. Marcia-These events work better in Fall, back from vacation, etc. Advertising for church works best that time of year, too, and would give more time. Andrea-Might be obscured by all the Fall events. Marcia-Publicity committee will arrange Homecoming. Joe-Decouple Anniversary from Homecoming. \*Cake Discussion\* Barry will get Joe an electronic version of the logo. Neal-April 11 is only available Sunday in April.

Pet Policy: Joe-Need a policy. Service dogs will be an exception to any policy. Pat-No pets except at the pet blessing or unattended on grounds. No pets in the building policy? \*Barry motions no pets (except service animals and education programs) in the building. Andrea-Friendly amendment to allow exceptions for RE. Dean-What about Faithful's dog? Marcia-What about couple that brings cats for adoption? Don-What about visitors who bring pets? Jim-We would be sensitive to that. Pat-Can gently refuse. Joe-What if we had two dogs? Someone-Grounds too? Pets not allowed unconfined or unattended on grounds. Don & Larry: Not unattended. Motion passes unanimously.\* Don-Mike A please get on website. Mike A will do. Mike P-Needs to get in Unigram and order of service.

Ryan Humphries Concert: Mike P-Evening of Music with Ryan Humphries. May have youth opening. $5 for students, $10 for adults, goes to RE. RE comittee members will run kitchen, will be marketed in Coffee House, needs to be marketed in church. Andrea-RE will try to have childcare arrangements. Sunday evening, March 28. Andrea-Need to know ahead of time about kids. Mike P-Make sure he's informed of child care things that need to be announced.

Desserts and coffee if no youth opening. Didi-Child care WILL be available free.

Teal Hymnals: Mike P-Need more. Suggests specific item fundraiser. About $20 each, between 20 and 30 needed. Don-Off budget? Mike P-Yes, will Board support? \*Barry moves Board authorizes Mike P to organize a fundraiser for new Teal hymnals. Motion passes unanimously.\* Mike P to notify Worship Committee.

Joe-More business? Andrea-RE wishlist? Didi-Hopes to go in detail on 3rd Sunday, then have ready for Board. Neal-Would like to announce at concert as 'kickoff'. Didi-Nursery needs upgrading, playground needs to be safer, classroom needs improvement. Jim-Notes coordination with pledge drive would enhance. Joe-How will interact with regular canvass? Need to be careful to avoid confusion. Don-Sometimes capital drives are done concurrently with normal operating canvass, most people thinks it works pretty well. Joe-Please coordinate with Kevin. Mike P-Event could be seed money. Neal-Might dissuade people from pledging if we hit them with too many different things at once. Hang on to seed money for use in Fall. Doesn't think they should be done concurrently. Mike P-Wants to promote concert, doesn't need to be specific about funds. Mike A.-Fundraising subcommittee of Finance Committee involvement.

Checkout

Adjourn

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| Apr 14 2010 MeetingMinister: Neal JonesBoard: Mike Paget, Andrea Pixley, Mike Allen, Barry Ahrendt, Marcia Fletcher, Joe Long, Pat Mohr, Don Mohr, Dean Smith, Larry SiegalGuest: Didi Dogette, Erica Patterson, Bethany Storlazzi, Jim Burton, Jerry Cover, Glenn WhiteCheck In 7:01Process Observer: Mike PagetConsensus Agenda: Minutes standCheck-in 7:03New Parent Policy: Bethany-How to encourage parents to participate in RE. Families coming frequently should participate more than less frequent visitors. Mike P-Used to be 5 week policy. Bethany-Couldn't get enough parents to commit. Barry-Any way to enforce requirement? Bethany-No. Barry-Other word than 'required'? Bethany-Already tried 'strongly encouraged'. Track participation and offer alternative ways to meet obligation. Feels strongly that 'required' is necessary language. Erica-Many parents put in a great deal of time in other capacities. Bethany-OWL counts. Andrea-People who don't contribute are who we should be looking at. Bethany-Intergenerational services, RE meetings, all count. Pat-Hold up service until someone volunteers. Andrea-People who help in other ways free up people who want to teach. Don-Explanatory letter outlining options for service. Neal-Policy similar to other congregations. Barry-Sanctions? DRE follow up? Bethany-Yes.\*Motion by Pat to accept DRE proposal, seconded by Andrea. Passes unanimously.\* Neal-Does Didi need to be at Board Meetings without RE issues? Board-No. Don/Joe-Sunday Morning Announcers in Green Book. Dean to email announcers schedule to Board.Process Observer: Discussion meeting expectations.Delegates to District Assembly: Joe-Invites Board to propose. Joe and Turnipseeds going. Joe-Proposes President and President elect. Specific designations. Mike-At Penn Center in Beaufort, founded by Unitarian. \*Andrea moves Don and Pat Mohr, Judy Turnipseed, and Joe Long be the delegates. Seconded. Passes unanimously. \*Schedule Annual Meeting: Joe-Board must formally call Annual Meeting. Proposes May 23rd. Andrea-Add Green Sanctuary Committee as standing committee, will require a by-laws change. Proposed by-law change in announcement. Don-change 'non-discrimination clause' to 'inclusion clause'. \*Motion to include to Green Sanctuary Committee change in by-laws by Joe. Seconded. Passes unanimously.\* Andrea will email Dean proposed change. \*Don moves put inclusion clause issue in meeting. Seconded. Passes unanimously.\* Joe-Also standard election of officers and passing of budget. Don-Major business at General Assembly, would like time to explain issues. Joe-Board time? Don-Annual Meeting time. \*Don moves to designate time to provide General Assembly information at Annual Meeting. Seconded. Discussion. Passes with one abstention.\* Don will send info to Dean. Joe-Date? Didi-Bridging ceremony? Joe-Probably good time. Neal-Potluck? May not be final date for ceremony. Joe-Light meal okay. Joe calls for motion. \*Larry moves May 23 as date for Annual Meeting, Seconded. Discussion. Mike Allen will liaise with Pat on budget. Marcia-Pat should give info on money in the budget. Joe-Will have to address budget at next meeting. Mike-Confirmed chairpersons for every standing committee except one, four ad hoc commitees. Motion passes unanimously.\*Approval of Finance Committee MembersMemorial Garden: Erica-Narrates power point. A place for members and friends to inter and remember their loved ones. Joe-Just ashes? Erica-Yes. Large percentage of people want Memorial Garden. Needs to be protected and preserved. Location in front of planned patio or attached to it; or on Heyward side. Patio option is combined space, must wait for doors and windows. Other location only needs money and work. Boxes in a wall, burial, other questions? Mike P-Formal box an option for ashes. Erica-Ashes could be scattered in garden. If we charge people for marble box, must ensure perpetual care. Marcia-Urn, vault. Joe-We need to be careful not to make promises without making arrangements to fulfill them. Joe-Do not expect to disturb, not necessarily perpetual care. Marcia-Just a placque, no ashes option. Erica-Could be a simple garden for scattering ashes. Possible water feature. Mosaic. Joe-Engraved names? Mike P.-Wall with drawers expensive. Erica-Labyrinth, meditation devices. Brickwork design labyrinth. Memorial pavers. Barry-Dimensions? Jim-27x57. Joe-points out this needs to be part of an integrated plan. Mike-Betsy might be able to incorporate bike rack. Marcia-Why so close to building? Erica-Should be relatively safe from construction. Do we want to do this now or in 5-10 years? Mike P-Depends on location selection. Joe-Proposals to enlarge sanctuary. Mike P-Proposal to add entryway. Mike P-Question before Board is to give congregation an opportunity for input. Connection to social hall/courtyard? Don-Funeral consumers group interested in memorial garden. Joe-Eligibility requirements? Mike P-Several policies possible. Joe-Including split-level charge as for weddings. Erica-Ash scattering might be free. Mike P-Hold congregational input meeting in early Fall. Mike A.-Combine elements of plan in both locations a possibility. Pat-Appreciative inquiry before discussion. Don-Maintain committee's momentum. No motion needed.Termite Bond: Glenn-Renew, $750? Joe-Appropriate budget item. Jerry-When do we have to pay? Neal-Soon. Mike P.-Did this in June last year. Joe-B&G does not have money left for this FY. Glenn-Wait and pay next year? Jim-Inspections included? \*Consensus is yes\* Joe calls for motion. \*Larry moves renew termite bond, Andrea seconds. Mike P.-Why vote needed? Passes unanimously.\* Neal-Money comes from general fund, possible other sources. Glenn-Some B&G money was spent on things committee didn't control, decided last year. Trees, sod, signs, blinds, that sort of thing. Improvements vs. maintenance. Joe-Good topic for budget discussion. Larry-Notes committee budgets coming up. Mike A.-Some B&G items were improved without B&G input. Mike P.-Landscaping, Interior committees involved. Marcia-Did they have a budget? Mike P.-Not of their own, taken from unspent money and line of credit, wasn't supposed to come from this year's B&G budget. Glenn-$5500 charged against B&G for paving. Mike P.-May be issue tracking carry over of funds. Barry-Accounting issue. Discuss at budget time. Jerry-Budget cycle starts when? Joe-Should submit to finance committee for Annual Meeting. Pat-Goes to Pat Davies. Jerry-Other issues are women's bathroom lights and guttering. Joe-Should put in budget. Glenn-Gin's AC died, $130 to replace. \*Larry moves to replace Gin's AC. Andrea-Energy Star. Andrea seconds. Discussion. Mike A.-Why not turn building AC on when she comes in and off when she leaves. Glenn-Too large an area to cool economically. Motion passes with one abstention.\* Barry-Where will money come from? Unbudgeted expenses? Andrea-Bookkeeper can determine. Mike P.-Reminds B&G to solicit info on possible B&G needs. Neal-Especially from RE.Copyright New Logo: Joe-Requests Board declare copyright on new logo. Marcia-Service mark to keep it from being infringed. Joe-If not registered, hard to claim damages. Asks Marcia if she is familiar with service marks. Marcia-Yes, change in corporate identity. Has to be registered. Barry-Agrees service marks way to go. \*Discussion\* Joe-Thanks Barry for agreeing to look into issue. \*More discussion.\*Use of Line of Credit: Joe-Some confusion, Jim didn't know he had access to checks on the regular account. Good to have Board policy on line of credit. Executive Committee approval would be quick and flexible. Board approval another option. Don-Can we get a proposal? Joe-Will send something for next month. Mike P-Don't want to stray from intent of line of credit.Money Remaining from Recycling Bin Purchase: Joe-$60 left, what to do with it? Pat-Dogwoods covered? \*Pat motions leftover $64 from recyle bins to go toward Dogwoods, if not needed to general fund. Seconded. Motion carries unanimously.\*Past-president: Mike P.-Mountain retreat tuition to send two or three people. Joe-Already over budget. Don-How much? Mike P.-$750. Discussion. Mike P.-Just two, then. Slippery patio issue. Slick surface seems to be wearing off, suggests we can hold on that. Installer will put in drainage line to take care of recurring puddle, also will repair crack, probably in next two weeks.President: Motion to adjourn? Made and seconded, passes unanimously. |
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**May 12, 2010 Board Meeting**

Meeting Starts 7:04

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

Minister: Neal Jones

Guests: Karl McCollester, Gertrude Edge, Pat Davies

Process Observer-Mike P.

Consensus Agenda accepted

ACS OnDemand Online: Karl explains. Mike A.will email the diagram of how ACS is structured to the Board. Karl will send out instructions and log-in rights.

Treasurer's Report: Jim explains. Discussion of how to increase plate collection. Andrea-Collect for monthly charity every Sunday, 25% goes to charity. \*Discussion of this idea\* \*Andrea-Moves to change current policy from Share the Plate one Sunday a month to 25% of collection going to specified charity or cause. Seconded. Amendment: 25% of first four Sundays, 5th Sunday for designated UU purpose. Amendment: Six month period.\* Mike P-Suggests change is confusing, may be ineffective, decline in receipts may be due to economy. Barry-Would be less inclined to give if only 25% went to cause. \*Don moves to table until appointed committee brings a recommendation. Seconded. Motion carries with two abstentions.\* Joe will put announcement to ask people to bring pledges up-to-date.

Legal Protection for Logo: Barry-can purchase 10-year federal trademark. Cost $600 when his company did it. Recommend put off action until next month.

Budget: Pat D Explains. Andrea-Request that nursery worker and youth leader be paid from congregation money, not RE program (2 nursery workers). Joe requests Pat D have draft by Sunday night, board will meet Wednesday night to adopt budget proposal. Saturday night pre-budget congregational meeting. \*Item-by-item discussion for direction of Pat's revisions\* Board Meeting Wed night 7 PM to approve budget.

Scheduling of Congregational Meeting: Joe-Relays suggestion to postpone Congregational Meeting by two weeks. Last board member would have to be nominated from the floor if held as scheduled. \*Discussion\*

Membership Committee Expenses for Printing Visitor Cards: Barry-15 to 35 cents per sheet, can print internally for 7 cents a sheet. No board action needed.

Policy on Use of Line of Credit: Draft printed on back of agenda. \*Motion to adopt policy as copied for record. Seconded. Motion passes unanimously.\* Dean will attach copy of draft to minutes.

Joe-Contribution to recycle bins has $48 surplus, proposed to add to congregation.

Disposition of UUCC Property Held by DRE: Joe-Items may not be Board business. Board agrees Neal and Joe can determine dispositon. Don-Should a 2nd person be given signature rights on the check book? \*Discussion\* Joe-Suggests new RE Chair. May be a good time to close account.

Past President: Mike P-Talks about line-up of new board members and other future leaders.

Ad Hoc Congregational Social Action Committee: Barry-focus for next year should be environment, then poverty/hunger. New ad hoc committee for this issue proposed. Andrea-Green Sanctuary Committee could fill this role. Joe-Will have to be a different congregational meeting to update by-laws.

Adjournment.

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**May 19, 2010 Special Board Meeting on Budget**

Meeting Starts 7:04

Board Members Present: Joe Long, Mike Allen, Larry Siegel, Andrea Pixley, Don Mohr, Dean Smith, Pat Mohr, Elizabeth Harris, Marcia Fletcher, Barry Ahrendt, Jim DuPlessis

Minister: Neal Jones

Guest: Pat Davies

From last meeting: Budget: Andrea-Request that nursery worker and youth leader be paid from congregation money, not RE program (2 nursery workers). Joe requests Pat D have draft by Sunday night, board will meet Wednesday night to adopt budget proposal. Saturday night pre-budget congregational meeting. \*Item-by-item discussion for direction of Pat's revisions\* Board Meeting Wed night 7 PM to approve budget.

Budget Discussion: Andrea-RE request for 9 months, not 12. Don-RE Budget needs to be increased 25%. Don-details suggestions for changes. Talks about fundraisers as well as cuts, particulars include move pledging to web page and major reduction for Worship Committee (no projector). \*Discussion of pledges and DRE\*

Proposal to submit deficit budget (-3269) to the congregation. Proposal to raise estimate of revenue while acknowledging possibility of shortfall. \*More discussion-back to places to add revenue and cut spending\* Balanced budget achieved 8:26 with $69 to spare. Pat reviews.

\*Motion to recommend this budget to the congregation. Seconded. Carried unanimously with no abstentions.\*

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**Jun 9, 2010 Board Meeting**

Meeting Starts 7:04

Board Members Present: Joe Long, Mike Paget, Mike Allen, Larry Siegel, Andrea Pixley, Marcia Fletcher, Pat Mohr, Don Mohr, Dean Smith

Minister: Neal Jones

Guests: Mike Sullivan, Jim Burton, Linda Brennison

Process Observer-Andrea Pixley

Consensus Agenda accepted

Interim Treasurer: Joe-Board has authority to appoint a treasurer for the remainder of the term. \*Proposes Linda Brennison be appointed treasurer for remainder of term. Moved and seconded. Passed unanimously.\*

Interiors Committee: Jim requests Board approval to clear wall for quilt exhibit and for 'anti-clutter' effort. Joe-Would like to hear more specific plan from committee. Jim-Elaborates. \*Discussion\* \*Pat moves the Interior Committee be empowered to move cabinets onto the stage and disseminate stuff as appropriate and whatever else is appropriate for the wall-clearing issue. Seconded. Discussion. Motion passes unanimously.\* Pat will be Board liaison for this committee. Clarification of committee's powers. Second request concerning anti-clutter effort. Discussion of where to move things. Joe-Coordinate with Membership Committee. Jim-Other displays in foyer, general agreement the committee can arrange this. Don-Coordinate with Partner Church committee. \*Discussion\* \* Pat moves we empower the IC to redo the display case and lighting in the foyer making sure to take care with all the artifacts there now and return them to the owners and to look into moving the nametags elsewhere in foyer. Seconded. Passed unanimously.\* \*Jim elaborates on lighting\* \*Discussion\* Jim-Another area of concern is material on tables, especially visitor's table. Can this be simplified? Neal-Take Membership Committee.

Process Observer Reports

Committee Approvals: Joe-All he is aware of are listed. Joe-David Crockett will be chair of Shared Ministry. Moves that list be accepted with David Crockett change. Seconded. Discussion. Add Karl McCullister for TSC. Pat would like to see a co-chair for finance. Mike A. and others agree. \*Finance Committee Discussion\* Motion passes unanimously, includes Karl McCollester addition. \*Motions to accept Eve Ross for Ministerial Relations Committee. Seconded. Passes unanimously.

Designation of Delegates to General Assembly: Neal Jones, Turnipseeds, and the Mohrs, four to be selected. Don offers to withdraw in recognition that he will be involved in committee activities. \*Marcia moves delegates be Tom and Judy Turnipseed, Pat Mohr, and Neal Jones. Seconded. Passes unanimously.\*

Coffeehouse Report: Mike P-Shares report, including members and non-members who assist. $1300 in account. Five future shows already booked. Joe asks for vote from Board to thank Coffeehouse Committee for its efforts. \*General agreement and clapping\*

Benefit Theater Production: Mike P-'Voices for the Cure' about breast cancer. Request to use facility for free. Would sell food and have silent auction to raise money for the cause. \*Discussion\* Neal recommends some rental fee be charged. \*Discussion\* \*Pat moves we rent two nights as designated to Susan Coleman our sanctuary for a token fee of $50 a night, not including operation of sound equipment for $25 a night. Seconded. Passes unanimously.

\*Andrea moves that congregational meeting be held this summer to consider adopting Green Sanctuary Committee being adopted as a standing committee be included in by-laws change meeting. Seconded. Don asks for amendment to add 'inclusion' change to by-laws. Andrea accepts amendment. Motion passes unanimously.\*

Don-John Squire is retiring effective Dec 31. Hire replacement or contract with cleaning service and hire someone to do set ups/make coffee on Sunday. Proposes ad hoc study committee to investigate cost and possibilities of hiring cleaning service, maintenance/repair, and/or yard work. Joe-Authorize president to appoint commitee? Don so moves. Seconded. Discussion of how to honor John, separate issue. Motion passes unanimously.

Past-president: Mike P-What's happening in terms of RE Director? Neal-Committee has put out ad, will hire full time on probationary basis, already three applicants. \*Discussion\*

President: Joe-Until we have a formal DRE, verbally authorized Bethany to use debit card she has, we have two people who can use it. Linda-brings up check that needs signature. Larry brings up issue of recognition for Morgan. Neal-emails asking about severance package for Didi. \*Discussion, including DRE and payroll and status of pledges\*

Checkout

Adjournment 8:45

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