

Minutes of the Board of Trustees Meeting
May 14, 2003
Unitarian Universalist Fellowship of Columbia

Members Present: Becky Dickey, Bill Meller, Regina Moody, Sloan Christian, Sandy Chubon, Joe Long, Amy Grimm, Dwight Pregler, Andrea Derrick

Members Absent: Kevin Meredith, Mary McGriff

Ex-Officio: Patrick Price, Mary Heriot

Guests: Audrey Muck, Gertrude Edge, Mike Paget, Carita Barr, Sej Harmon, Tootsie Holland, Sara Williams, Cindy Harper, Mary Maclachlan

Call to Order: Regina Moody called the meeting to order at 6:10 PM.

Opening Words: Bill read the opening words.

1. Last Months Minutes: The revisions to the March minutes were reviewed. Sandy made a motion to accept the revised March minutes, the motion was seconded and passed unanimously. The minutes of the April meeting were read. Sandy made a motion to accept the April minutes, the motion was seconded and passed unanimously.

Staff Reports – The staff reports were read. Patrick expressed Susan's apologies that she did not have time to email her report in advance. The Minister's report referenced several hospital visits and Sloan stated that she was in the hospital and was not one of the visits referenced. It was noted in the Administrator's report that the administrator is going back to Icon to compare their copier offerings and to revisit the trade in value.

Sandy questioned the IRS and the payroll tax deposits. Joe stated there is confusion over two employees UUFC payroll numbers. Dave Sparrow (former Treasurer) advised Joe that this issue had been resolved with the IRS several years ago. Joe will investigate. Sandy questioned how this dispute could exist for three years while accruing penalties. Patrick stated the IRS just this week notified us of the dispute in a letter received at 4:00 PM today. Sandy requested a full disclosure from the Board at the Congregational Meeting this Sunday including the amount of the dispute. Joe stated he would do what was possible to have a resolution available for the meeting.

Sandy questioned why the bank account reconciliation had not been done for two months. And why receipts did not get to Jill. Patrick stated he was Chief Administrator but was not in charge of Jill. Mary H. stated the breakdown in the process has been corrected. Mary H. will review the bank account reconciliation with Isabel each month.

Becky questioned Isabel's pay rate, the budget states \$9.50 per hour but she has been getting \$10.00. Patrick recommended we stick with \$10.00 per hour and adjust the budgeted hours, as needed. The new budget calls for a cut of 1.5% in wages, so we need to limit Isabel's hours anyway. If this is not resolved by the next Board meeting we will have to decide by July 1 when the new fiscal year begins. Regina will write a letter of apology for the confusion over the pay rate. The rest of the staff is aware of their accurate hourly rates.

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Jill is transitioning her work to Isabel but it is going slowly due to Jill's medical condition.

Sandy questioned exactly what went wrong and wondered how we can prevent it from happening again. This will remain an open issue. We believe, in general, we need a full time administrator.

Amy made a motion to accept the Staff Reports, the motion was seconded and passed with one abstention.

2. **Treasurers Report:** Joe stated we are in pretty good financial shape at the moment. Cindy asked if the reimbursements due to RE can be made and Joe will check.
3. **Canvas Update:** Mary H. stated we have \$89,000.00 in pledges so far. The second request for pledges did bring in a couple of thousand more dollars. These figures do not include some of the new members who will likely pledge. In the new budget we are counting on receiving all pledged funds, as in past years, but went light on fundraisers that often fall short of projections. A significant number did not pledge at all, many are long-time members. Dave Dickey will check if everyone had been canvassed. Joe moved to formally thank Dave for his canvass efforts this year, the motion was seconded and passed unanimously.
4. **Audit Report:** We received the Audit report three days ago. Mary H. stated the report is weak. The auditor stated that we are doing well except in the area of maintaining records. Records maintenance is spotty but has improved in recent years. Tootsie questioned if the audit is sufficient to apply for Federal Church Funding. It was stated that this audit was not sufficient and an audit of that nature costs a lot of money to perform. A copy of the audit report will be available by the Sunday Annual Meeting and will be on display. The invoice for the audit should be manageable, and volunteers agreed to pay for it.

Mike Paget asked if there was ever an audit of the Endowment Fund. Joe will provide a number for Mike to call to inquire. The Bylaws state the Endowment Fund should be audited yearly. We noted the cost of such an audit is prohibitive given the amount in the fund. It was discussed that there are Bylaws changes needed regarding the audits. Regina stated that next year we need a Bylaws Committee.

5. **Recommended Budget for 2003/2004:** Mary H. and the Finance Committee recommend the budget in the last column on the sheet distributed that excludes funding for the Youth Coordinator who will be funded from fund raising events. This budget calls for a 1.5% reduction in salaries across the board. Joe stated the salary shortage is about \$1,000.00. Sloan asked if we should consider going with a part-time Minister, but the Finance Committee rejected that idea (the Bylaws state the Finance Committee recommends a budget to the board.)

Cindy stated that the new budget does not provide any funds for a summer program for the youth and only includes nursery expenses. The trade-out agreement with the Sierra club has expired, they used to provide for a summer program in exchange for free building rent.

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Sara Williams stated she felt a salary cut was more appropriate than cutting youth programs because cutting youth programs sends the wrong message to our youth. Cindy stated it was intended to fund the Youth Coordinator position for one year only from fund raisers, not fund the position forever that way. The summer program would cost about \$500.00 to coordinate and recruit teachers.

Mary H. stated we need more money in general. Amy stated we need a fund raising committee. Patrick offered to fund some of the summer program from his discretionary fund. Tootsie stated the Caring Committee funds were at a minimum now and could not be cut. Their budget went from \$0.00 last year to \$900.00 this year based on last year's actual experience that could be recalled. Tootsie will track actual expenses this year.

Mary Maclachlan stated she had not seen the numbers yet, but she notes that Rusty Wenerick is being nominated as next year's Treasurer even though he does not pledge. She questioned if pledging should not be required to serve on the Board. There was general Board discussion but it was felt that pledging, while preferable, could not be required to sit on the Board.

Audrey suggested we put a request in the Unigram for funds for the summer program. Regina suggested we fund the summer program by taking \$100.00 from the budget of the Long Range Planning Committee, \$50.00 was donated by Sej, \$2.00 was donated by Sloan, \$250.00 was taken from the budget for the accompanist, and \$100.00 from the Minister's Discretionary fund – thus providing the funding the summer youth program at \$502.00. Bill made a motion to accept the proposed budget, the motion was seconded and passed unanimously. Joe moved that all pledges in the future weeks will be allocated toward replacing the 1.5% salary cut and that any excess go toward funding the youth coordinator position. Further that, in anticipation of additional pledges being made, we will continue to pay salaries at the full rate for the next three months and reevaluate the situation and decide on salary cuts then. Joe's motion was seconded and passed unanimously.

The budget, as proposed and with motions, is ready to be presented to the congregation this Sunday. Don Mohr will be advised of the cut to the Long Range Planning Committee budget.

6. Survey on Ministry: This agenda item was stricken as it was inadvertently left in from a prior month's agenda.
7. Piano Recital Results: The recital netted the UUFC about \$350.00. Bill will write a thank you letter on behalf of the fellowship.
8. Call for General Assembly Delegates: There is a general call for delegates. Based on the size of our congregation, we are entitled to four delegates not counting the Minister.
9. Minister's Evaluation: Sej and Audrey presented some changes made to the headings in the proposed Annual Review of UUFC Called Minister form and omitted the printed date

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and year. They also proposed to remove the word 'parish'. It is hoped this evaluation can be used to review all ministry-related staff. Several other minor changes to the form were discussed. Sloan noted the form did not address the Minister keeping regular office hours nor the number of new members he should personally bring in each year. Sloan also stated she thought the Board was responsible for developing this evaluation form. Sej commented that the Board did develop the form with the help and guidance of the MRC and with UUA input. Sej reminded us to look at the qualitative not quantitative aspects of the form. The numbers of office hours and of new members can be addressed in the comments section of the form. Sej went on to state she felt the Minister was not the focal point in attracting new members.

Sandy asked who would compete this form. The Board (anonymously at the June Board meeting) the MRC and Patrick (as a self-evaluation). The MRC will consolidate the results. As this is a pilot year, the evaluation will not be made public. Sej will provide the form at the June meeting.

10. **A Brief Issue:** Carita Barr asked, regarding fund raising, if there are no more UUFC coffee houses can we tap into the local artist community and propose some kind of idea there. Carita states this has happened in the past and that she still has materials from those events.
11. **UUFC Dance Fund Raisers:** The dances proposed by Andy Hendon have had to be put on hold pending personal issues.
12. **Fund Raising Committee:** Patrick and Mary H. are designing a committee to address fund raising and year-round pledge canvassing. Sej has volunteer to help get the fund raising part going. Sara stated she can offer to assist by providing CPR classes. The discussion of fund raising ideas was deferred until the next Board meeting.
13. **Hail Damage:** There really was not any hail damage to the library roof. We do need to replace the roof very soon and we believe the cost to be around \$1,500.00. This will be addressed by the Capital Committee.
14. **Coffee House Proposal:** Mile Paget recapped the document he distributed regarding the favorable continuation of the coffee houses. He presented a draft plan for a committee to continue to host the coffee houses. The plan included:
 - a. A committee chair is needed who is a UUFC member.
 - b. The chair would direct committee members to do the work (not do all the work alone).
 - c. The chair would act as the 'treasurer' of the coffee houses.
 - d. A talent scout would be needed as the hallmark of UUFC coffee houses is the national talent. Jimmy cannot actively help but Susan can help with getting artist's names. Susan is plugged into the national music scene and gets inquiries to play at the UUFC. The committee would really need Susan to play this role.
 - e. A publicity chair would be needed to raise attendance.

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- f. A sound board position would be needed. We have two who are qualified and we would need to cultivate more. Perhaps this could be a paid position as had been done some in the past.
- g. A facilities coordinator would be needed to handle set-up and break-down.

We reviewed the committee roles and the considerations. We outlined how all the tasks could get done. We stressed the need for a very firm commitment from the chair. If we pursue this, the earliest we could host a coffee house would be January of 2004 as the good talent books six months in advance. If there is not a committee in place by July, we need to reconsider going forward. We would start with only one show per month. Hospitality must be considered a cost, as well. Patrick will review the committee charter with Mike. Email paget@sc.rr.com for comments.

Regina donated \$100.00 for gifts to Jimmy and Susan and asked for contributions.

- 15. The Board wishes a fond farewell to Amy who is moving out of town soon.
- 16. The meeting was adjourned at 8:50 PM. Next time, Sandy will bring the food and Bill will provide the reading.

Humbly Submitted by


Bill Meller
Secretary, UUFC Board of Trustees