

**Minutes of the Board of Trustees Meeting
May 19, 2004
Unitarian Universalist Fellowship of Columbia**

Members Present: Regina Moody, Joe Kyle, Jo Conner, Sandy Chubon, Becky Dickey, Rob Harper,
Mary McGriff, Dwight Pregler, Don Thacker, Sharyn Walters.

Members Absent: Rusty Wenerick, Patrick Price, ex officio, Mary Heriot, ex officio.

Guests: Sej Harman, Jessica Kross, Jessica Porter, Audrey Muck, Gertrude Edge, Isabel Oake.

Summary

Motions Passed

- The board will recommend to the congregation the balanced budget proposal which includes a Director of Religious Education, beginning in the fall of 2004, and the use of local ministers, but no accredited interim minister.
- The board selected Tom & Judy Turnipseed and Don & Pat Mohr as our lay delegates to UUA General Assembly. Joe Long and Donald Griggs will serve as designated alternates.
- Renee Wedding was approved as a member of the Finance Committee.
- We will obtain financial consultation from Phil Sterner of the TJ District.

Decisions Made

- The board will re-visit the budget in 3 months (September) to consider adding more hours for staff and the availability of funds to pay for an interim minister.
- The board will hold quarterly congregational meetings to update members on our finances. We will hold a discussion about what it means to be a member, the roles and responsibilities of membership.
- Joe Kyle's recommendations of guidelines for the distribution of non-earmarked bequests of \$1,000 or more were approved and will be presented to the congregation on May 23. His proposal for applying those guidelines to Sandra Carnesale's bequest was approved and will be presented to the congregation May 23.
- A committee of six people (Interim Planning Group) will be named to work on transitional issues: Regina Moody, Joe Kyle, plus a representative from the Caring, Worship, Finance, & Membership Committees.

Action Items

- Audrey Muck will place the minister evaluation instrument developed by the MRC in the UUFC files so it will be available for future use.
- Regina Moody will ask Tracey Osborne to meet with the board regarding her request for the free use of a room at the UUFC for support group meetings.

- Joe Kyle will bring snacks to the June 7 meeting. Don Thacker will bring a chalice. Sharyn Walters will provide a reading.

Proceedings

CALL TO ORDER

The meeting was called to order by Regina Moody at 6:30 PM.

APPROVAL OF MINUTES

Minutes of the April 14 meeting were approved as circulated.

REPORTS

Administrative Coordinator - Isabel presented a report of our current assets and liabilities (as of May 18, 2004) and we have a shortage of \$3,225.21. Isabel reported that because of low income in April, she was not able to pay most of the bills; on April 22 she had to hand deliver a check to SCE&G to prevent the electricity being turned off. In early May we had a large income and she caught up on bill payment.

OLD BUSINESS

Evaluation of the Minister – Regina reminded us that in February we agreed to evaluate Patrick at our May meeting, using the latest evaluation instrument developed by the MRC. In view of his resignation and the board's participation in the transition interview, another evaluation at this time seems inappropriate. Regina asked Audrey Muck to be sure that copies of the evaluation instrument are kept in the UUFC office, available for use in the future.

Canvass & Finance Committee – Jessica Porter reported that since last Sunday we have had 3 pledges totaling \$3,000. That raises our total pledged income to \$94,400. That gives us a surplus of about \$5,000 in the balanced budget the finance committee is recommending.

Sandy distributed notes from the May 16, 2003 congregational meeting at which members discussed next year's budget.

Jessica Porter suggested we need to grow our pledge base by recruiting and retaining new members.

Don thanked Jessica and the finance committee for their hard work. He requested that we get monthly reports from the membership committee next year, including information about their efforts to get new members to pledge.

In a follow-up to comments at the May 16 congregational meeting, there was a discussion about how to give people who don't pledge an opportunity to share their reasons for not pledging. Jessica reported that only 5 people refused to pledge and gave their reasons for that decision. Fifty-nine other families did not respond to canvass requests. Additional members who pledged offered dissatisfaction with various aspects of the fellowship. Joe Kyle suggested discussing this at a future congregational meeting and approaching it as a conversation about what it means to be a member, what are the duties and responsibilities of members?

Audrey suggested that we bring in the financial consultant from the TJ District. She said he helps congregations explore their own culture of money.

There was discussion about how to present our current deficit to the congregation at the Annual Meeting on May 23. Last month we were \$14,000 in the red and this month the deficit is only \$3,225. It was agreed that we must not lose sight of the fact that we are spending more than we are bringing in.

We discussed the budget proposal from the Finance Committee at some length. Sharyn wanted to add more hours for the RE Director. Sandy suggested adding more hours for the administrator. Joe Kyle suggested we postpone decisions about increasing hours until we are 3 months into the new year (September).

The budget proposal recommended by the Finance Committee does not include an interim minister. Regina pointed out that, if we have an increase in funding and let the UUA know by October, we can probably get an interim minister to begin in January.

Don moved that the board recommend to the congregation the balanced budget proposal in column 4 (includes DRE, use of local ministers, no interim minister). Mary seconded. Sharon advocated adding more hours for the DRE. The motion passed with 2 dissenting votes.

Joe Kyle suggested that we commit ourselves to re-visit the budget in 3 months. At that time we can consider adding more hours for staff and our progress in raising funds for an interim minister. There was consensus to do this and to hold quarterly congregational meetings to keep members informed. Don commented that the congregation needs to know that the board is strongly committed to obtaining an interim minister as soon as possible.

DRE Search Committee – Regina announced that the committee will make a recommendation to the board in June for employment of a new DRE in the fall.

NEW BUSINESS

Decision Making re' Sandra Carnesale Bequest – Joe Kyle presented a proposal of Guidelines for Distribution of Non-Earmarked Bequests of \$1,000 or More. He modified the percentages slightly from Regina's earlier proposal and offered a suggestion for the distribution of Sandra Carnesale's bequest.

There was discussion about the use of the education/leadership development funds. It was suggested that \$1,000 be used to send UUFC youth to the Mountain and \$1,500 to send someone to RE leadership week at the Mountain.

Questions were raised about what the UUFC Endowment funds can be used for. Sandy reported that Mike Paget plans to bring the board some recommendations from the Endowment Committee about how to use those funds when they can be spent.

The board voted to accept Joe's recommendations for guidelines for distribution of non-earmarked bequests and for the distribution of the Carnesale bequest. These will be presented to the congregation on May 23.

Delegates to General Assembly – We are entitled to 4 lay members as delegates to GA, in addition to Patrick. Tom & Judy Turnipseed, Don & Pat Mohr, and Joe Long are planning to attend. Joe Kyle moved that we select the Turnipseeds and the Mohrs as our delegates. Rob

seconded. The motion passed.

Staff Handbook – Regina reported that she hopes to have this document finished before the end of the fiscal year.

New Finance Committee Member – Jessica Porter reported that John Starino and Peter Kandis have resigned from the Finance Committee. Renee Wedding has consented to serve on the committee. Sharyn moved to approve Renee as a finance committee member. Mary seconded. The motion passed.

Follow-Up to Transitional Interview – Regina reminded board members that the deadline for submitting editorial changes to the interview transcript is Friday, May 21. She said we will have a follow-up discussion of the issues raised during that interview.

Securing Financial Consultant – Joe Kyle moved that we obtain financial consultation with Phil Sterner, from the TJ District. Sharyn seconded. The motion passed. His usual presentation is a Friday evening and all day Saturday. The cost is \$300. We will need to decide who to include for this presentation.

Interim Planning Group – Don proposed that a small committee of six people be named to select the part-time minister(s) who will serve us until we can get an interim minister. He named Regina Moody & Joe Kyle, plus a representative from the Caring, Worship, Finance, and Membership Committees. This group will also work on other transitional issues.

Rental Waiver – Tracey Osborne, a social worker who attends the fellowship but is not a member, has requested the free use of a classroom two Mondays per month to conduct a support group for people with bipolar disorder. Board members had several questions and asked that Ms. Osborne come to the next board meeting to present her request.

Rescheduling June Board Meeting – Some board members have a conflict on the June 9 date. The group agreed to re-schedule the meeting for Monday, June 7, at 6:00 PM. Joe Kyle will bring snacks, Don will bring a chalice, and Sharyn will provide a reading.

Minutes recorded by

Sandy Chubon