

**Minutes of the Board of Trustees Meeting
June 7, 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, Jessica Kross, Tom Turnipseed, Donald Griggs, Pat Mohr, Sej Harman, Patrick Price, ex officio, Jessica Porter, ex officio.

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

Guests: Judy Turnipseed, Audrey Muck, Joan Watterson, Tootsie Holland, Gertrude Edge, Isabel Oake, Cindy Harper.

Summary

Motions Passed

- We will hire Hope Andonovska as our Director of Religious Education.
- The Unigram Policies and Procedures were approved.

Decisions Made

- The board empowered the Coffee House Committee to proceed with planning for the Coffee House for next season.
- Mary McGriff and Buzzy Kelly were approved as members of the Finance Committee.
- The building use fee will be waived for the Depression and Bipolar Support Group. They will be asked to provide an in-kind service for the fellowship.

Action Items

- The MRC will develop a proposal for the congregation to pay Patrick what we owe for his professional expenses after he is gone.
- The Finance Committee will bring to the board the policies developed to handle issues of budgeted funds not provided for designated groups during a fiscal year.
- The Treasurer and Finance Committee will investigate the cost of our telephone system.
- Audrey Muck will write a description of the Adult Programming Committee.

Proceedings

CALL TO ORDER

The meeting was called to order at 6:15 PM by Regina Moody. Don Thacker provided a chalice. Sharyn Walters shared a reading. A moment of silence was observed for Mary Heriot who will have surgery tomorrow for a brain tumor. Newly elected board members were

welcomed.

APPROVAL OF MINUTES

Minutes of the May 19 meeting were amended and then approved.

REPORTS

Minister – In his written report, Patrick again requested reimbursement for his professional expenses. We owe him about \$3,200 which includes expenses for GA. At the meeting, Patrick said we could work out a plan to pay him this money after he is gone. The MRC will bring a proposal to the July board meeting.

Religious Education – Sharyn presented financial statements for the RE account.

Sharyn commented that RE did not receive the money which was budgeted for them this fiscal year. This led to questions about how such budget deficits are handled as we enter a new fiscal year. Jessica Porter said Rusty and the Finance Committee developed policies on funds owed from the previous year. She will bring those to the July board meeting.

Finance Committee – Jessica Porter reported that the committee sent out quarterly reports to people in arrears on pledges. They received \$2,000 in pledges owed. There are still unpaid pledges totally \$1,400 for this fiscal year. We received five new pledges for next year totaling \$3,800.

The committee is trying to carry out the recommendations of the auditor who reviewed our records last year. They are negotiating with the RE committee to have all deposits go through the Finance Committee and be entered in Shephard's Staff. The Partner Church Committee has agreed to close out their account to be in compliance with the audit report.

Administrator – Isabel submitted a report of our current assets and liabilities (as of May 31). Our assets totaled \$8,380.86; of that, \$7,267.91 is on hold for specific expenses. That leaves \$1,112.95 currently available for operating expenses. We have a total of \$6,241.92 in unpaid expenses. The current shortage in the operating account totals \$5,128.97.

OLD BUSINESS

Coffee House – Mike Paget presented a financial report for this year's events. Their balance is either \$16.95 or \$41.995 above their initial balance; (there is a \$25 difference in the two ways of calculating the accounts which Mike could not find.) Mike reminded us that the Coffee House was not expected to be a profit-maker and they met their goal of not losing money this year. They would like to increase attendance next year; they plan to do more targeted advertising in the Shandon neighborhood.

The board empowered Mike and his committee to proceed with planning for the Coffee House for next season. He said they would like to schedule performers from late September or early October through mid-May.

It was suggested that the Coffee House might raise funds to contribute to the cost of the extra phone line (the "events" line) because they use that line and our phone costs are very high. Patrick commented that the events line does not ring, it goes only to voice mail. Patrick said we need two lines coming in for internet use as well as telephone calls. After some discussion, we agreed that the treasurer and finance committee will look at our phone system and its cost.

DRE Position Issues – The DRE Search Committee recommended that we hire Hope Andonovska. They proposed a package totaling \$20,306.25; this is \$3,606 higher than the

amount budgeted for this position. This led to a lengthy discussion about staff benefits and costs.

The Finance Committee recommended that employees contribute to their health insurance instead of having the fellowship pay the total cost.

Patrick reported that the current UUA guidelines are, for a full time position, the congregation should pay 80% of insurance costs and the employee would pay 20%. If the employee works half-time, the congregation would pay 40% of the insurance. The amount the employee pays can be a "before taxes" payment; that would affect the amount the congregation pays in taxes for the employee. This does lower employees' discretionary income.

Our current health insurance plan (by BC&BS) is through the Chamber of Commerce and requires that we have two employees working half time or more. In our budget for next year, we included money for insurance for the administrator only.

Pat Mohr suggested we compare our health insurance plan with some other group plans to determine costs/benefits.

Joe Kyle said the 80%/20% split recommended by UUA seems plausible. The board agreed. The search committee proposal listed \$5,100 for insurance for Hope. Joe questioned the source of that number and Cindy Harper said it was an estimate. If Hope works 25 hours, that equals 62.5% of 40 hours (full time); 62.5% of 80% equals 50%, which would be the congregation's share of her insurance. Using the estimate of \$5,100, our share of her insurance would be \$2,550.

The discussion then moved to pension costs. The UUA recommends that all employees receive pension benefits at the same percentage of their salary as the rate of the highest compensated employee. Patrick receives 14%, the amount UUA recommended when he was hired. UUA now recommends 10-13%. Hope is vested in the UUA pension plan. We would need to pay 14% of her salary for pension for the two months Patrick will be employed here. Beginning in September, we can lower the pension rate to 10%. For Hope, the pension costs for next fiscal year would be \$1,337.

With these modifications in health insurance and pension benefits, Hope's package for next year would total \$17,343. This is \$600 above the amount budgeted and it includes \$1,800 of one-time money (from fund raising luncheons); hence, the over-budget costs that would carry over to next year would be \$2,400.

Becky moved that we hire Hope. Rob seconded the motion. Everyone was in agreement that Hope is admirably qualified for the position and that she would be an asset for our fellowship. There was considerable discussion related to the cost. It was suggested that we negotiate with her for a later start date; the response was that she needs an answer now and she needs the summer hours to prepare for fall programming. It was suggested that those who vote to hire her have the responsibility to give the money to cover the cost. Several people commented that young families with children are the lifeblood and the future of our fellowship; we need a good RE program to attract and retain them. Having a strong DRE could help us attract a good minister. Hiring Hope would be an investment in the congregation's portfolio. The board voted by paper ballot: 6 yes, 3 no, 1 abstention.

During the discussion, visitors wrote checks totaling \$225 designated for the RE program.

Committee Descriptions – The descriptions of the Endowment, Worship, and Ministerial Relations Committees were approved by the board earlier. It was suggested that we look at how to modify the MRC to change it to a committee on ministry.

We have an Adult Programming Committee in our bylaws but not in reality. Audrey will work on a description for that committee, giving consideration to how already-existing groups fit in (CUUPs, forum, etc.).

Unigram Policies and Procedures – circulated to the board members earlier. Sharyn moved that we accept them as written. Becky seconded. The motion passed.

Finance Committee – The board approved Mary McGriff and Buzzy Kelly as new members of the committee. They join Mary Heriot, Jessica Porter, Carita Barr, Dave Dickey, Judy Pearce, David Crockett, and Renee Wedding who will be serving in 2004-05.

Building Use Fee Waiver for Depression & Bipolar Support Alliance – Tracey Osborne provided more information for the board about this group. They plan to meet twice a month; the rental fee would be \$60/month. Becky moved that we approve waiver of the rental fee with a request that, in the future, the group select an in-kind service they can provide for the fellowship. We will monitor this annually. Mary seconded. The motion passed.

NEW BUSINESS

Personnel Committee – Our bylaws call for a personnel committee and we have not had a functional one for several years. The Interim Planning Group has assembled a group to begin a personnel committee: Jessica Porter, Tootsie Holland, Pat Mohr, and Dave Dickey. They developed a description of the personnel committee which was circulated to board members. Suggestions were offered for some revisions. We will re-visit that description in July.

Staff Handbook – will be given to the Personnel Committee for their review.

Interim Planning Group (IPG) – Regina reported that this ad hoc committee established by the board in May has begun meeting. Members include Regina Moody, Joe Kyle, Don Mohr, Gertrude Edge, Tootsie Holland, Jessica Porter, Audrey Muck, and Pat Mohr. Regina provided board members with a handout outlining areas the committee plans to address.

Anti-Racism Conference 2005 – We have agreed to host this district conference in February, 2005. We need to begin working on this soon. Don Thacker and Carita Barr have volunteered to work on preparations for the conference.

Congregational Recognition for Dues Payment (Annual Program Fund) – UUA has notified us that, because we paid more than 20% above our FY03 contribution, we have been designated as a “Merit Congregation” for FY04. We paid \$100 in FY03 and at least \$1,200 in FY04. Any fellowship members who attend GA will get a Merit ribbon and beads to wear.

Installation Service – for new board members will be held some time in July.

Financial Consultant – Regina reported that Phil Sterner is available to meet with us July 10. However, because of vacations and other commitments, no one is available to make the arrangements. We will try to schedule him in the early fall.

ADJOURNMENT

The meeting was adjourned at 9:15 PM.

Minutes recorded by

Sandy Chubon