

Minutes of the Board of Trustees Meeting
June 10, 2002
Unitarian Universalist Fellowship of Columbia

Members Present: Joan Waterson, Dave Dickey, Kevin Meredith, Morgan Maclachlan, Bill Meller, Joe Long, Andrea Derrick

Members Absent: Amy Grimm, Christina Pandimos

Guests: Patrick Price, Tootsie Holland, Don Cooper, Sandy Chubon, Regina Moody, Isabel Oake, Alice Leeper, Gertrude Edge, Joe Kyle, Mary McGriff

Call to Order: Dave Dickey called the meeting to order at 6:50 PM.

Opening Words: Morgan Maclachlan read the opening words.

1. **Last Months Minutes:** The minutes of the previous meeting and the congregational meeting were read. A correction was made to item number 3, to omit that Dave made a motion and replace it with 'a motion was made'. A motion was then made to accept the minutes with the changes noted, the motion was seconded and passed unanimously.
2. **Treasurers Report:** Joe distributed a budget fact sheet that indicated we were behind about \$16,000 in revenue and expenses. He distributed the approved budget for next year and noted that income exceeds expenses by \$2,500, but that does presume that all pledges will be received.

Patrick noted a \$500 difference in the minister's section of the budget, but the column did, in fact, total correctly.

The Board reviewed the budget from the congregational meeting and noted corrections: the administrator's salary was corrected, additional funds had been allocated to the administrator and DRE salaries, the pledges were changed from \$80,000 to \$88,000 and interest income was adjusted down.

Morgan made a motion to accept the amended budget, the motion was seconded and passed unanimously. It was noted that the new budget will be posted and it will be announced that it has been posted.

3. **Art Auction:** Dave reviewed the details of the proposed art auction fund-raiser. He stated that the company was a professional organization that had been in business for 20 years. The auctioneers provide everything except the physical space and the publicity. There will be a \$10 admission fee that the UUFC keeps, so that would be the minimum we would raise. They typically target 100 paid admissions. It requires 160 linear feet to display the art and hold the auction in the same room. With the space in the alcove, we should have enough room. The preparation starts eight weeks in advance. We should investigate buying a mailing list to promote the event. Based on other scheduled events, October should be a good time to hold the auction. Joan made a motion to move forward with the auction. The motion was seconded and passed unanimously.
4. **Sabbatical Committee:** It was decided to have a welcome back party for Patrick in conjunction with a welcome to the new Board party at Joe's house on Wednesday, July 10 at 7:30 PM. It will be a pot luck event. The Board will meet before starting at 6:30.

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5. Changing the Board Meeting Date: Kevin proposed we move the board meeting to 2nd Wednesdays. A discussion ensued about the possible effects on some of the committee meeting dates that coincide with board meeting dates. It was agreed to meet on the 2nd Wednesdays at 6:00 (changed from 6:30).
6. July 14th Service Theme of 'Volunteerism' – Regina suggested the theme for this service might be volunteerism, especially in light of Laura's leaving. It was suggested we set up a visible station for each volunteer effort available. We could hand out to everyone at the service a different colored ribbon that represents each of the opportunities and each person could leave a ribbon with their name on it at the volunteer station of choice. Regina will email Patrick and Don Mohr ideas for a Ministry of All theme to be incorporated into the service.
7. General Assembly: Donald Griggs will be attending this years assembly and will take along our delegation cards and vote for us.
8. Floy Work: Patrick will schedule the closure end of the pre-sabbatical work we started last fall. The cost will be \$150. Patrick will review potential dates with Ms. Floy Work.
9. Financial Statements: Financial statements must be mailed by the end of the month. Joe will coordinate the effort.
10. Unigram Help: Dave stated that a member had volunteered to produce the Unigram but actually now wants to be paid for it. No action for now.
11. Youth Coordinator Options: Isabel stated that the RE luncheons have raised \$800 so far with the intent of putting 1/3 toward adult education and 2/3 towards funding a youth coordinator. They will continue to raise funds. They will request a special collection in October at a special youth service. She requested approval for a 5 hour per week youth coordinator position to be funded outside of the budget. She was directed to the Finance Committee who can prepare a package to present to the Board for this. Discussion ensued regarding the negative impacts on donations of special collections and that this is why it's a good idea to have the Finance Committee coordinate such things.
12. Staff Reports: Laura's report addressed all of the volunteer effort needed above and beyond her regular efforts, and expressed concern that all that needs doing cannot get done within the budgeted 10 hours per week. A discussion ensued about augmenting all the work that Laura had been doing. It was suggested that the volunteer effort be organized by individual task, e.g., the Unigram, the order of service, etc. It was also questioned who was to provide support for the Sheppard's Staff software. Joe replied that we are planning to change to a better package soon and that David Roof may be able to fill the help desk role. Morgan motioned that the staff reports be accepted. The motion was seconded and passed unanimously.

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13. **Building Security:** Once again the building was left open after hours (at 9:30 on a Thursday night). It was suggested that a letter be sent to all the key holders to advise of the urgency in locking up. It was also suggested that each week, for Sundays after services, a particular person be assigned to ensure the building is secured. Morgan motioned that the Co-Council establish a policy and pen a letter to advise of the policy and the sign up sheet. The motion was seconded and passed unanimously.

14. **Copier Woes:** The copiers are failing us. Maintenance money was budgeted but the maintenance has not been kept up. It seems now it is not feasible to fix the copier we have. It was questioned if it might be better to investigate a solution other than lease/ownership. The Capital Committee can address this issue and develop a proposal, hopefully at their first meeting this month. Joe will advise how much we currently spend on the lease.

15. **Administrator's Job Filled:** Isabel Oake has been recommended by the Search Committee. Joan motioned that the Board accept her application. The motion was seconded and passed unanimously.

16. **Staff & Committees:** Morgan motioned that the Board should make it policy that staff cannot be voting members of standing committees. The motion was seconded and passed unanimously.

17. **Dave made closing remarks** as his tenure as Board President ends and extended his thanks to all.

18. The meeting was adjourned at 8:25 PM. Next time, no eats because we will be partying down at Joe's.

Humbly Submitted by:



Bill Meller
Secretary, UUFC Board of Trustees