

**Minutes of the Board of Trustees Meeting**  
**June 11, 2003**  
**Unitarian Universalist Fellowship of Columbia**

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**Members Present:** Kevin Meredith, Becky Dickey, Bill Meller, Regina Moody, Sandy Chubon, Dwight Pregler, Andrea Derrick, Mary McGriff

**Members Absent:** Joe Long

**Ex-Officio:** Patrick Price, Mary Heriot

**Guests:** Sej Harman, Jo Connor, Dan Thacker

**Call to Order:** Kevin called the meeting to order at 6:10 PM.

**Opening Words:** Bill read the opening words.

1. **Last Months Minutes:** The minutes of the May meeting were read. Sandy noted in item #1 that the word 'back' should be changed to 'bank'. Sandy made a motion to accept the May minutes pending the update, the motion was seconded and passed unanimously.
2. **Staff Reports –** The staff reports were read. There was no RE report available. Sandy questioned why we need two copier machines. Patrick explained the two machines perform two separate functions; one copier handles regular daily copier needs and the other performs high volume, high-speed printing. The cost per copy for big printing jobs is substantially lower by using the high-speed copier. The lease cost for the two is about the same as the cost for the old copier and the service we get for the new lease deal is much better. Patrick stressed the need for the high-speed copier, that our volume warrants it. We are currently on a month-to-month trial with the new ones and can further discuss costs and make the decision to keep them at the July meeting.

Region requested details in Patrick's report regarding his meeting with Isabel regarding her compensation. Patrick explained that the meeting was before the annual meeting when compensation was still at issue.

Regina questioned the report entry regarding cashing in stock to pay for the repairs to the men's room. Mary H. explained that those who agreed to pay for the repairs did so in the form of stock certificates that we had to convert to cash. Mary H. also commented that we had to cash in our remaining CD to cover June expenses and to pay withholding expenses. Patrick's withholding is provided for in the budget but not the rest of the staff.

Regina and Patrick clarified that Isabel is paid at a rate of \$10.00 per hour and that Isabel will meet with the treasurer about salary disbursements.

Bill made a motion to accept the Staff Reports, the motion was seconded and passed unanimously.

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3. **Treasurers Report:** Sandy made a motion that the Board reevaluate where we are with the budget in September even though the budget supports all the salaries at this time. The motion was seconded and passed unanimously.
4. **New Board Members:** Two new Board members introduced themselves; Jo Connor is the new secretary and Dan Thacker is a new member-at-large. Welcome to all.
5. **Audit Report:** Mary H. reviewed the completed Financial Internal Control document provided by the auditor. She noted that several members had volunteered to pay for the audit and it is time to pony-up. Mary H. was pleased with the results of the audit. She noted that it is recommended that those receiving monies from the fellowship should never be those who disburse it. In general, we are in good shape except for the RE and Coffee House funds. The auditor recommends we have set terms on the Finance Committee. Regina stated that one focus next year will be to review all of the committee appointment terms. Mary H. is preparing a procedural manual for the Finance Committee and is reworking the counting sheet. It was stated that each committee should have a procedures manual. The auditor also recommended that the bank statements be reconciled by the bookkeeper. From Mary H.:
  - a. The term length for members of the Finance Committee should be designated.
  - b. Must be a separation between those responsible for obtaining funds and those disbursing funds. The Financial secretary/bookkeeper should be responsible for reconciling the bank account.
  - c. Religious Education – The elected treasurer of this account should not have authority to both receive and disburse funds. The account should be reconciled by the secretary/bookkeeper.
  - d. Coffee House – The account should not be managed by one person who both receives and disburses funds. The account should be reconciled by the secretary/bookkeeper.
6. **Minister's Evaluation:** Sej presented the finalized evaluation form to the Board. Sej explained the form to the Board and explained how to fill it out. The evaluation period is the year from Patrick's return from sabbatical until now. The Board took 15 minutes and each member completed the evaluation on the hard copy forms provided. Patrick and the MRC will complete evaluations, as well. Sej explained that hard copy (rather than emailing soft copies) provided for anonymity and makes it easier for the MRC to compile the results to present to the Board in July.
7. **Delegates:** Kevin stated that we have a large number of folks going to the General Assembly this year. Kevin will compile the official delegates list.
8. **Fundraising:** Regina provided a draft of a plan for a fundraising sub-committee of the Finance Committee. The Committee Council will review the draft later this month. The fundraising program needs to acknowledge the needs of smaller groups who may want fundraising for special purposes. The suggested name for the sub-committee is the Fundraising Action Team. Patrick provided Regina with several fundraising manuals.

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9. **Salary Reallocation:** Patrick reviewed with the Board the pieces of his compensation package. The biggest pieces of his compensation are for salary, \$24,729, and housing, \$10,000. As the tax laws provide for paying only social security tax and not income tax on housing, Patrick wants to realign his compensation to \$20,000 as salary and \$14, 729 as housing. To do this Patrick must formally document the request and the Board must acknowledge that request. The Board so acknowledges Patrick's request in these minutes to reallocate his compensation package.
10. **Outgoing Board Members:** Regina reminded outgoing Board members to return their notebooks and keys. It was noted that the minutes and financial reports will be reviewed and updated, as needed, to conclude this year's Board business. At the June 22 service there will be a covenant of the incoming Board members and a farewell to the outgoing members. A retreat is planned for sometime in August (tentative date is August 23). The focus of the retreat will be on how the UUFC runs and how we can work together.
11. The Board wishes a fond farewell to the outgoing Board members and particularly thanks to Sej for all the hard work and hours spent in developing the Minister's Evaluation form.
12. The meeting was adjourned at 7:40 PM. Next time, Regina will bring the food and Mary M. will provide the reading.

Humbly Submitted by:

Bill Meller  
Secretary, UUFC Board of Trustees