

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

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

Members Absent: Amy Grimm

Guests: Patrick Price, Joan Waterson, Dave Dickey

Call to Order: Kevin Meredith called the meeting to order at 6:35 PM.

Opening Words: In the interest of time, opening words were dispensed.

1. **Last Months Minutes:** The minutes of the previous meeting and were read. A correction was made to item # 2, to correct the amount that income exceeds expenses from \$21,500 to \$2,500, change # 8 to state that the sabbatical work 'we' rather than 'he' started and also in # 8 to correct 'Ms. Floy' to be 'Ms. Floy Work'. Joe made a motion to accept the minutes with the changes noted, the motion was seconded and passed unanimously.
2. **Minister's Report** – Patrick made a correction to his report from June, 2002 to change the date on the report from 2001 to 2002 and to change his vacation days through the end of July from 13 to 15.
3. **Staff Reports** – Regarding the Administrator's report, Patrick stated Isabel did a 20 hour week last week (and was paid accordingly) and wants to keep the hours down to 10 per week. Cross-training accounts for much of the extra time. We may need to review and pare down the administrator tasks in order to keep them to a 10 hour week. As far as administrator activities, it was presumed that Gertrude Edge would maintain the membership database but now it seems that Isabel Oake will maintain it. The Membership Committee should coordinate who receives 'World' and we should advise the congregation of this in the Unigram. The contact will be Sharyn Walters. Joe made a motion to accept the reports, the motion was seconded and passed unanimously.
4. **Treasurers Report:** Joe stated there was no report as the fiscal year was but a baby of 10 days old. We intend to contribute \$50 to the UUA and to transfer \$500 to the RE fund from the general fund which should have technically been done already. Kevin asked if the \$800 we raised for Sister Care had been paid to them yet. Joe advised that we had not. Joe will advise if we have the funds and contact Cheryl Soehl at Sister Care. Patrick stated that per Jill, we can make payroll this month but will have to defer other expenditures as funds are short. We may consider extending payments to Sister Care depending on how our finances shake out in the near future.

It was noted that the 123101 statements reflected dues paid to the UUA for 2001 and that no dues have been paid in 2002 except the \$50 just sent. There are no dues pledged that have not have not been sent in.

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5. **Security:** Kevin reiterated the need to make sure we all lock the doors when we leave. He noted that the front door has bolts to close the one side as does the side door. **New board members should see Isabel to get keys. Seems four members still need keys and we need to get the keys back from expired board members.** One key works for all of the doors. In the August meeting we will have a 'door tour'
6. **Art Auction:** Dave will keep ownership of this initiative. We set the date for Saturday, October 5 and we need to get flyers through all of Shandon. Dave will see if he can get mailing lists, as well.
7. **Member Photo Directory:** This was a task Laura was working on but was unable to finish. Regina and Sej will complete the directory. There is no database print out available yet. They still have to put names with the pictures and update some of the addresses. The directory will include a page for members who left the fellowship in the last year.
8. **Capital Committee –** A recap of the first committee meeting has been posted on the bulletin board. The committee is in the information gathering stages right now and they are investigating the worth of our property, the cost of a new building, etc. We may want to consider a separate building fund but the first priority is to understand what kind of shape the building is in right now. Then we will have the information we need to make a decision to fix things or move.
9. **Board Meeting Time:** The board agreed to change the meeting time from 6:30 to 6:00 PM.
10. **Mail Box Renovations:** Regina has graciously offered to renovate our board and committee mail boxes. We may need to add a file area for the committees in addition to new mail boxes.
11. **Bulletin Board Display Policy:** This item was deferred until our next meeting.
12. **Youth Coordinator Options:** It is the intent for the youth coordinator position to be self-funded for the short term, but needs to be funded from the UUFC budget in the long term. Several people have expressed interest in the position. The position would have to be filled with a regular employee, rather than paid via a 1099, for liability reasons. There was a discussion of how the funds raised so far would be allocated. The board still needs some additional information to be able to fully understand how the youth coordinator position will be funded. Info needed includes how much has been raised to date; how much is available for the youth coordinator; what the hourly wage rate will be, a job description is needed; what are the required qualifications, what is the projected start date; and how will taxes and social security be handled (Jill can assist with this last one).

The Board approves the idea of a self-funded youth coordinator but needs this additional information. Board approval will be for the duration of this fiscal year. Dave Dickey stated he believes the Search Committee will be available to help find a candidate.

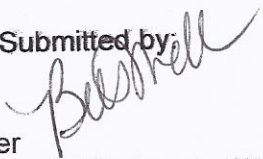
13. **UUFC Audit:** Joe has provided the auditor with a copy of our budget and our bylaws. The auditor will review our systems but not necessarily detail figures. As of this meeting time,

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the auditor has been doing the audit for one week and there is no firm completion date as of yet.

14. Canvas: Joe stated there were no changes to the amount of pledges. Dave Dickey will review the canvas comments and report to the Board in August. The names of those making comments will remain confidential. It is felt that canvassing of new members needs a bit more attention. It was suggested that the Finance Committee, perhaps as a sub-committee of the Canvas Committee, should approach new members.
15. Board Members & Committee Service: Kevin stated that the new board members should give some thought to which committees they may want to join.
16. Web Site: The board members should review our web site and send comments to Donald Griggs, our web master. Regina will advise Donald of our review and ask him about the time frame he anticipates to make the updates.
17. The meeting was adjourned at 7:52 PM. Next time, Joe will bring a reading and Bill will provide grindage for attendees.

Humbly Submitted by:


Bill Meller
Secretary, UUFC Board of Trustees