

**Minutes of the Board of Trustees Meeting**  
**August 14, 2002**  
**Unitarian Universalist Fellowship of Columbia**

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

**Members Absent:** None

**Guests:** Patrick Price, Carita Barr, Tootsie Holland

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

**Opening Words:** Joe Long read the opening words.

1. **Last Months Minutes:** The minutes of the previous meeting and were read. A correction was made to item # 3, to indicate that it was Isabel, rather than 'she' who was paid for the extra hours. And in #7 the spelling of Sej was corrected. Mary made a motion to accept the minutes with the changes noted, the motion was seconded and passed unanimously.
2. **Staff Reports –** The staff reports were read. Regina asked if Janet Swigler was still on the Ministerial Relations Committee and Patrick stated Janet's term overlaps until September 2002. Joe made a motion to accept the reports, the motion was seconded and passed unanimously.
3. **Treasurers Report:** Joe presented the Treasurer's Reports. We are over budget on pledges and under budget on expenses so far. Patrick asked if people were 'front loading' on pledges and if that could account for the overage. Joe indicated that there is no way to know that. Sandy asked what kind of rentals have we had that could account for the overage in rental income. Patrick checked the calendar and on July 27 the hall was rented for the full day, and that accounted for most of the rental income received. It was clarified that the expense line entitled 'venders' represents copier maintenance and office supplies. We clarified that the RE Director is not paid for the months she is not working. Joe will verify Susan's paid hours for July.

Sandy requested a report on the end of the last month balances in the checking and savings accounts be presented. Joe stated that Jill (our bookkeeper) writes the checks and Joe or Kevin can sign the checks. Fund balances are verified and checks are never released unless ample funds are available. Becky suggested we post more of our financial information for general interest. It was suggested we post an income and expense statement at the end of each fiscal quarter as a means to keep members involved in UU finances. Patrick stated concern that the numbers may serve to confuse some of the members rather than inform them. Regina suggested the plate collections and pledge income would suffice. Mary suggested the monthly budget reports be posted along side of the annual budget reports that are already being posted. We agreed to post the monthly budget reports after each board meeting. We will post a list of definitions of terms, too. Patrick suggested we post the monthly budget reports after each Board meeting, each quarter we will post a statement of financial condition and also put the plate collections and



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pledge income in the Unigram. Mary made a motion to accept the monthly, quarterly and Unigram reports postings, the motion was seconded and passed unanimously.

4. **Building Tour:** Patrick led a tour of the building for the new board members and friends. The intent was to familiarize everyone with the doors, lights, the heating and air conditioning and generally where things are.
5. **Security:** It is generally felt that we are doing a better job of securing our building.
6. **Member Photo Directory:** Work continues on the directory. Regina has requested current photos of UU activities to include in the directory.
7. **Youth Coordinator –** The Board reviewed Cindy Harper's email with the answers to the Board's questions regarding the logistics and specifics of obtaining a youth coordinator. Tootsie stated that at the Search Committee meeting it was reiterated that there was to be equal time allotted for the RE Director and for the Administrator of 10 hours each per week. And that the RE Director would do the youth coordinator tasks, as well. In the budget we split the available funds between the RE Director and the Youth Coordinator. Concern was expressed that we don't have enough information to ensure the youth coordinator plan can accommodate an entire year. At 16 hours per week, Susan can't cover the youth coordinator tasks as well as the RE Director tasks. We requested the youth coordinator committee liaison attend the next board meeting. Becky will make the invitation. The Board also requested the liaison for the Personnel Committee be at the next Board meeting. The Board would need to understand what Susan's relationship would be with the youth coordinator. Also at issue is if the ongoing fund raising efforts will be able to cover the ongoing costs of the position.

The funds raised so far to support the youth coordinator position are being held separately.

8. **Capital Committee –** No news.
9. **Mail Box Renovations:** Thanks to Regina for the wonderful job on the mail box renovations.
10. **Sister Care:** The UU still owes Sister Care the \$800.00 we raised and will begin to pay them in increments.
11. **Caring Committee Request:** Tootsie requested \$200.00 be approved for the purchase of new table cloths for use at memorial services. Joe will advise at the next Board meeting if funds are available. Tootsie will make a plea in the Unigram for the return of the table cloths we had that seem to have disappeared.
12. **Sabbatical Session:** The sabbatical session has been schedule for September 14 at 9:30 at the fellowship.
13. **Board Retreat:** The Board retreat is tentatively scheduled for October 12 but the date is not yet firm.

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14. Committee Liaisons: Kevin passed around a list of all the standing committees for the Board members to sign up for. Liaisons would be expected to attend the meetings of the selected committees or at least keep in touch with their activities. Assignments are:
- a. Membership (Mary Maclachlan) – Bill
  - b. Worship (Don Mohr) – Sloan
  - c. Canvass (Dave Dickey) – Kevin
  - d. Long Range (Don Mohr) – Amy
  - e. Finance (David Roof) – Joe
  - f. Nominating (Dave Dickey) – open
  - g. Building & Grounds (Dwight Pregler) – Kevin
  - h. Religious Ed (Cindy Harper – Becky
  - i. Sabbatical (Judy Turnipseed) – Joe
  - j. Ministerial Relations (Sej Harmon/Janet Swigler) – open
  - k. Caring (Tootsie Holland) – Amy
  - l. Social Action (Tootsie Holland/Carita Barr) – Sandy
  - m. Personnel & Bylaws (Mark Tompkins) – open
  - n. Denominational Affairs (Donald Griggs) – open
  - o. Endowment (Mike Paget) – Regina
  - p. Capital (Kevin Meredith) - Regina
15. Audit: The auditor is making progress. Joe is looking into several questions presented by the auditor.
16. Property Insurance – Joe updated the Board on the new Church Mutual policy we just got. We get a 15% discount because we are UUs. The Executive Committee approved the purchase of the policy as the insurance company that used to cover us no longer writes policies in SC.
17. The meeting was adjourned at 8:40 PM. Next time, Amy will bring a reading and Regina will provide eats for attendees.

Humbly Submitted by:

Bill Meller  
Secretary, UUFC Board of Trustees