

**Minutes of the Board of Trustees Meeting  
September 11, 2002  
Unitarian Universalist Fellowship of Columbia**

---

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

**Members Absent:** Andrea Derrick

**Guests:** Patrick Price, Carita Barr, Tootsie Holland, Isabel Oake, Dave Dickey, Cindy Harper, Susan Corbett, Janet Swigler, Joe Kyle, Sandra Carnesale, Rusty Wenerick

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

**Opening Words:** Amy Grimm read the opening words.

1. Last Months Minutes: The minutes of the previous meeting were read. Sandy made a motion to accept the minutes as is, the motion was seconded and passed unanimously.
2. Staff Reports – The staff reports were read. It was noted that all of the funds collected for the Minister's discretionary fund have not been released to the discretionary fund because of cash flow reasons. There was a general discussion about funds being collected for a special purpose and not being immediately allocated to that intended purpose. It was stated that these funds are ear-marked upon collection and, although sometimes general cash flow requires they be held briefly, in the past these funds have always been made available for the intended use in plenty of time. Joe made a motion to accept the reports, the motion was seconded and passed unanimously.
3. Treasurers Report: Joe presented the Treasurer's Reports and explained that the data represented is through the end of August. We are over on income and on expenses. The increased income results from fundraising activities. The gifts from the Pat Wolfe and Betty Raider memorials were received after September 01 and are not reflected. The monies raised for the Minister's discretionary fund first go through the main account and then are allocated from there. Jill stated that some of this money needed to stay in the main account for cash flow purposes. Sloan questioned monies that had gone toward Susan's salary when Susan was on unpaid leave for the summer. Joe stated that he had divided the total DRE budget evenly over the year rather than specific amounts by month, and that this is why there is a DRE expenditure for the month of August.

Becky suggested we provide new Board members with some fellowship financial training. It was suggested that Jill might come to the next Board retreat and provide some insights. It was also suggested that all expenses be reported in detail each month. Staff operating expenses were defined as reimbursements to Patrick. Joe will ask Jill to provide a cash flow analysis and the check register to help us identify these specific expenditures. At the retreat we will provide a break down of line item expense definitions.

Joe stated the Finance committee needs more support, particularly in terms of counting pledges and preparing the bank deposits on Sundays after service. Counting is being too

**Minutes of the Board of Trustees Meeting**  
**September 11, 2002**  
**Unitarian Universalist Fellowship of Columbia**

---

loosely handled. We need more counters. Counters are required to be Finance committee members. Joe will alert David Roof of the issues with counting.

4. **Art Auction:** Dave Dickey provided a report on the status of the auction. The auction people will print and mail invitations. Dave advised that he needs help in distributing the 500 brochures and posters that announce the auction. Amy will investigate procuring a mailing list. We could really benefit from a list of local art enthusiasts. Patrick suggested we contact the UU district office for such a list. As mailing lists generally come at a price, Dave will investigate how much budget we have for these. Dave will ask the auction people if local artists can be approached to participate. Dave will contact the Columbia Museum of Art and request they include mention of our auction in their newsletter. The UU does need to provide the food for the auction. Kevin requested Dave prepare a food budget and stated that we would recoup the food expense based on the art sales projections.
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 all changes be stated as we are getting ready to go to print.
7. **Canvas Report:** Dave distributed a canvas feedback report and reviewed the results with the Board. Dave stated that this year we plan to complete the canvas on time and to have the canvassers collect some of the survey information as they canvas. Dave stated the feedback indicates that people feel we are more successful as a fellowship than we may generally give ourselves credit for. People indicated that they are attracted by our 'openness' and our 'forum for free thinking'. The RE program and the Sunday Services were also stated as significant items of interest to those responding. There were about 30 responses of the 160 pledge units.
8. **Youth Coordinator –** Cindy Harper and Susan Corbett presented a written proposal for filling the youth coordinator position. The proposal included a job description and a budget. The budget revealed that the projected income from fundraisers far exceeded the projected expenses for the position. Their proposal represents this year's funding only. It was stated that next year and in subsequent years the intent would be to fund this position as a regular part of the budget, if possible. As the proposal included options for potential hours to be worked, Becky moved that the Board approve a seven-hour work week for the youth coordinator position, the motion was seconded and passed unanimously.  
  
It was stated that any funds raised in excess of the cost of the youth coordinator are intended to fund youths going to Boston next year for the GA. The Board expressed their appreciation for all the hard work that has gone into making this position come to being. Kevin will contact the Search committee and will facilitate the search for candidates.
9. **Capital Committee –** Currently the committee is investigating improvements to the lighting in the sanctuary and improvements to the men's room.
10. **Sabbatical Session:** The sabbatical session has been scheduled for September 14 at 9:30 at the fellowship.

**Minutes of the Board of Trustees Meeting**  
**September 11, 2002**  
**Unitarian Universalist Fellowship of Columbia**

---

11. Board Retreat: The Board retreat is tentatively scheduled for October 12 but we still need to secure space at the Lutheran Seminary.
12. Audit: No report.
13. Interpersonal Covenant: Janet Swigler explained the concept of Carol Jackson's planned service and how the congregation will be involved in relating personal UU goals both to and from the congregation. The results will be reviewed in groups at a pot-luck after the service. Ideas will be accumulated and consolidated into a covenant document to be presented to the congregation.
14. The meeting was adjourned at 7:40 PM. Next time, Mary will bring a reading and Amy will provide eats for attendees.

Humbly Submitted by:



Bill Meller  
Secretary, UUFC Board of Trustees