

**Minutes
Unitarian Universalist Fellowship of Columbia
Board of Trustees Meeting**

October 8th, 2001

Members Present:

Andrea Derrick	Kevin Merideth
Dave Dickey	Christina Pandimos
Amy Grimm	Patrick Price, ex-officio
Joe Long	Margaret Weck
Morgan Maclachlan	Joan Watterson

Members Absent: Cindy Harper, William Meller

Call to Order: Dave Dickey called the meeting to order at 6:35 p.m. and Margaret Weck read the opening words.

Minutes of Previous Meeting: The minutes of the previous meeting were read and two corrections were suggested. A *motion* was made to accept the minutes as amended; the *motion* was *seconded* and *passed* unanimously.

Treasurer's Report: There was a question about relief funds collected in the sum of \$2500. It was noted that the funds need to be distributed. There was also a question about vendors -- vendors include phone, electricity, and other utilities. Dave noted that we need to authorize the expenditure of the funds from the special collection. The funds will go the UUA Service Fund where they will be distributed. A *motion* was made to authorize the expenditure; it was *seconded* and *passed* unanimously. There was also a question about the exact amount collected from the Rummage Sale -- Joe will check on that amount.

Ministerial Relations Committee (MRC): Janet Swigler is currently chair of the MRC and Sedge Harmon is in her second year. Joe Watterson just left the committee. Audrey Muck and Ann Johnson are current candidates for the empty seat on the MRC. There was a question about what the MRC is -- Patrick read from the by-laws, then explained that the members of the MRC help with evaluation, vet concerns/interests from members of the congregation, and are in a pastoral/conflict management role as relates to the minister. They also serve as advocacy/support/advisement with the minister. Morgan made a *motion* to endorse the continuation of the practice that the person elected cannot be a chair of a standing committee and cannot be on the board. The *motion* was *seconded* and *passed* unanimously. There was then an election to fill the vacant seat on the MRC -- Audrey Muck was selected.

Minister's Discretionary Fund: Executive Committee's plan for distribution of funds: Regina Moody will be willing to vet requests and Joe Long will act as signator. Upon Regina's approval, Joe will write checks. When funds become low, Regina will recommend another collection. Joan *moved* to accept the Executive Committee recommendation. The motion was *seconded* and *passed* unanimously. It was noted that Laura Ingram will field outside requests and refer them to the appropriate agencies.

Pastoral Care in Patrick's absence: The Sabbatical Committee will be a resource in Patrick's absence and there will be other resources available. The Caring Committee could also be a resource -- Tootsie has not yet been approached. Morgan noted that in the past, there had been a group of mental health professionals in Patrick's absence. Patrick explained the suggested process, which would be two-tier. First, there will be listeners who will be available. If the listener feels that additional help is needed or that the problem is beyond their scope, they will refer the individual to a mental health professional, which would be the second tier of the process. Morgan thought there would be an advantage to making use of mental health professionals as it would help protect the fellowship. Patrick will select 4-5 people with Tootsie who will act as listeners. They will be known, trusted members. He will go to the Caring Committee with the plan and ask for help to implement it. Joan expressed a concern that the 1st tier may not be able to identify serious problems and may get in over their head. Patrick thought there might be a brochure on Pastoral Care. Morgan suggested that Pastoral Care might not be the best term to use. Dave noted that after Patrick speaks with the Caring Committee he will need to report back to the Board. Patrick stated that Carol Jackson will act as a backup for Pastoral Care. Morgan stated that he would feel more comfortable with someone with professional qualifications in charge of the process. It was noted that Neal, Carol, and Patrick have been teaching Pastoral Care classes and 10-15 people have attended these classes. Amy asked if the caring Committee

**Minutes
Unitarian Universalist Fellowship of Columbia
Board of Trustees Meeting**

October 8th, 2001

would be doing the Pastoral Care. The response was that the Caring Committee will assist with this. The Caring Committee would be an initial resource, along with the listeners, and if additional help is required, the professionals. Amy made a *motion* to accept the suggested process. The *motion* was *seconded* and *passed* unanimously.

Donations: Pat Crawford has 50 chairs to donate and needs someone to take a look at them and haul them off. Morgan stated that he could help, but not this week. It was suggested that we designate someone to follow up. Morgan stated that he could arrange a date to look at them and pick them up. Kevin asked if we could sell the chairs. Patrick stated that would be fine. Kevin offered to help Morgan with the chairs. In addition, Verona Thomas is donating the contents of her condo including furniture, artwork, arts and crafts, and antiques. Joan said she would take a look at the items this weekend. The question remained of how to deal with the donation. The items would have to be hauled from St. Andrews. Joan brought up the possibility of auction. Bill Mishu will charge 10% of the price for his fee. A friend will charge \$40 per hour to move the items. It was noted that we could rent a U-Haul for \$30. Amy was asked if she could take a look at the art, and she agreed. It was also suggested that Shell could take a look at the items as an interior decoration professional. Jodi had stated they planned to have things moved out by the first of the year.

Canvass Training: Canvass training will be on November 3rd and will last for 3-4 hours. Kevin will put this out to the Committee Council. Pat said no when she was asked to be Canvass Chair. Heather Cunningham is another choice and Dave will contact her.

Congregational Health Meeting: The Congregational Health Meeting will be on October 20th from 9-3 at the UUFC. It was asked if there was any action required in reference to it. Dave said he can set up a special meeting of the Board and can invite the Past President's Council and the MRC. Morgan made a *motion* to hold the meeting; the *motion* was *seconded* and *passed*. Andrea said that she would need childcare and that Audrey might also need childcare for the meeting. Christina will check out the possibility of childcare for 3-5 children.

Recommitment Service: The Recommitment Service will be on November 11th. It was asked that we talk it up, give a lot of support to the Fresh Look Committee, and that we communicate the importance and significance of this service to the congregation. On November 21st, the Fresh Look Committee will do the whole service. There will be a pulpit editorial on November 4th regarding the Recommitment service.

Board Retreat: Dave distributed a summary of the Board Retreat and asked the Board to review it for discussion at the next Board Meeting.

Personnel Handbook: Dave distributed the Handbook draft from Mark Thompkins. It was suggested that "constitute" be replaced with "appoint" and that "should" be replaced with "shall" or "must". Morgan suggested more continued action with cautionary notes. A "No" response was offered to the question of whether we should recommend a more structured process -- e.g. a continuing role for the Personnel Committee with regard to Hiring Staff in #4. It was suggested that two candidates be liaisons to the Personnel Committee. Dave will contact Mark and an another potential liaison.

Co-Council: Kevin reported on the Co-Council meeting. All agreed that committees should submit beliefs about "who they are." One has been rescinded. There were 8 people at the co-council meeting with 9 or 10 committees represented.

Building and Grounds Day: What was thought to be roof leak that caused damage to the floor actually turned out to be termite damage. There has been an exterminator in to take care of the problem. As a note, the roof is not under warranty.

Mobile Library: The bookcase that folds up that could be used as a mobile library needs to be cleaned. Kevin is to bring this up at the next Co-Council meeting. Patrick suggested that Gertrude should be talked to about it.

Staff Reports: The Administrator's, RE Director's and Minister's Reports were distributed and read. Morgan

Minutes
Unitarian Universalist Fellowship of Columbia
Board of Trustees Meeting

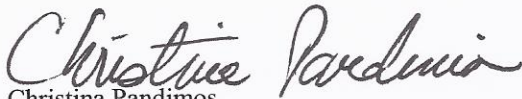
October 8th, 2001

motioned to accept the reports as submitted. The *motion* was *seconded* and *passed* unanimously.

Tourist Directory: Dave mentioned that we are in the Chamber of Commerce Guide. He brought up a solicitation for the UUFC to be in a directory at tourist locations.

Merit Society Award: As a result of having a 20% increase in pledging, the UUFC was given a Merit Society Award. Amy will frame it so that it can be displayed.

Adjournment: The meeting was adjourned at 7:45 p.m.



Christina Pandimos
Secretary, UUFC Board of Trustees

Minutes
Unitarian Universalist Fellowship of Columbia
Board of Trustees Meeting

October 8th, 2001

Summary of Minutes

Motions passed:

1. The minutes of the previous meeting were accepted as amended.
2. The relief funds collected were authorized to be expended.
3. The Board endorses the continuation of the policy that members of the MRC cannot be a chair of a standing committee and cannot be on the Board of Trustees.
4. The Executive Committee's recommendation for distribution of funds from the Minister's Discretionary Fund was accepted.
5. The plan for Pastoral Care in Patrick's absence was accepted.
6. The Congregational Health meeting was authorized.
7. The staff reports were accepted as submitted.

Action Items:

1. Joe will check on the amount collected from the Rummage Sale.
2. Audrey Muck was selected to fill the empty seat on the MRC and will be notified.
3. Patrick will speak with Tootsie and the Caring Committee about Pastoral Care in his absence.
4. Morgan and Kevin will coordinate looking at and moving the chairs donated by Pat Crawford.
5. Amy will take a look at the artwork donated and Shell will be asked to look at the donated items as well.
6. Kevin will notify the Co-Council of the Canvass Training.
7. Dave will contact Heather Cunningham about being Canvass Chair.
8. Christina will check on the possibility of childcare for the Congregational Health Meeting.
9. Board members will review the summary of the Board Retreat for discussion at the November Board Meeting.
10. Dave will contact Mark Thompkins and another potential liaison for the Personnel Committee.
11. Kevin will bring up the issue of the mobile library at the next Co-Council meeting.
12. Amy will frame the Merit Society Award.