

**Minutes of the Board of Trustees Meeting**  
**November 13, 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, Regina Moody

**Members Absent:** Amy Grimm, Andrea Derrick, Sloan Christian

**Guests:** Cindy Harper, Carita Barr, Tootsie Holland, Laura Rich, Mary Heriot, Sej Harmon,

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

**Opening Words:** None read

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. We noted the emailed reports must be sent by the Monday before the Board meeting to give folks time to review them. Patrick's report stated he felt we should form ties with the Columbia Closet group who did Rocky Horror. We were not sure what kind of relationship he had in mind. Kevin will follow up with Patrick on his intent. All key holders were asked to sign the 'key holders' form. The Administrator's report indicated that we may need a new copier, Kevin will ask for a report on the copier and folding machine status. And needs. A new copier would fall to the Capital Committee and they should include research into a scanner. Regina made a motion to accept the reports, the motion was seconded and passed with three abstentions.
3. Treasurers Report: Joe presented the Treasurer's Reports and explained that there was a charge under Facility Expense for six months of building insurance. Joe will verify if we have the funds to pay Sister Care as income is greater than expenses. Sandy requested a FYE financial statement from 2002. Joe will provide.
4. RE Budget Request: Cindy Harper reports that the RE Council has a budget request for the Board. The current RE budget for child care expenses is no longer adequate to cover care during the Forum and Choir prior to services. Cindy requests the Board cover one additional hour of child care per week at a cost of \$12.00 for that one hour right before service. There are generally two or three kids but we have to cover child care even if no kids show up. There was a discussion of RE fund raising activities and the intended use of these funds was never for congregation-wide child care. Bill moves that the Board pay the one hour weekly from the Vendors budget line item, the motion was seconded and passed unanimously.  
  
The RE Council has the Board's approval to hire a Youth Coordinator but needs to know how to proceed. Cindy was advised to contact Patrick and Dave Dickey.
5. Security: We are all reminded to make sure the doors are locked when we leave.
6. How Are We?: Janet was not available for status.



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7. Transportation: Amy was not available for status.
8. Member Photo Directory: Thanks to Regina and Sej for their hard work on making the directory happen. We waived our right to proof to expedite delivery. Regina explained the distribution of the copies of the directory and already there are not enough. We will still accept corrections for the near future. We still need to produce just the directory list for general distribution.
9. Capital Committee: Regina asked how we could fund replacing the wall sconces in the sanctuary at a cost of about \$400.00. She noted we should try to sell the existing ones. We having lighting options: to change the ceiling cans and ceiling lights for about \$16,000.00, there would be some savings if we, ourselves, remove the seats to allow for scaffolds; replace the platform lighting for about \$5,000.00; replace the sconces ourselves and not address the rewiring or dimmers or pay \$1,600.00 to have the sconces replaced; a total rewiring and dimmer system for \$12,000; and we may need to put in a lower layer of ceiling tiles that provides more room to place lights for \$4,000.00. Regina suggested we may not want to spend any money on lighting until we decide if we are going to keep the building.
10. Software: Gertrude was not available for status. The staff is looking at what features our software may already have that we are not using. Kevin and Joe are going to talk to a new software provider about software options.
11. Finance Committee: Mary will review the financial data on our computers and load some data to her home computer so she can work there. Regina made a motion to allow Mary to take UUFC financial data home, the motion was seconded and passed unanimously. Mary stated she gets a lot of emails to approve fund raising events but that she doesn't have access to the calendar to check available dates. Mary suggest that all fund raising events be requested at least one month in advance. There was general discussion of how to coordinate fund raising events. It was suggested we form a separate fund raising committee or a Finance sub-committee.

Laura Rich explained how she sells catalog items from her friends in Africa to raise UUFC funds. She had passed out a number of catalogs the past weekend. Joe made a motion to accept Laura's kind offer to help raise funds from her African catalog sales, the motion was seconded and passed unanimously.

Andy Hendin proposed sponsoring adult dances to raise funds for the UUFC. The Board approved Mary and the Finance Committee making decisions on all fund raising events and they will coordinate with others as needed.

Tootsie commented that the Caring Committee does not have funds available specifically for flowers.

12. Ministerial Relations: Sej distributed a proposal for the Board to consider, not necessarily to act upon right now. The Ministerial Relations Committee proposes the Minister be made an ex officio member of the Nominating Committee (as such he would have no vote) and that



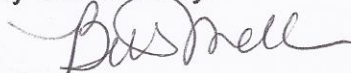
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this would require a change to the UUFC bylaws. The Ministerial Relations Committee also requests that the UUFC put in place a Ministerial evaluation process. Sej asks consideration and direction in developing such a process. We need an evaluation instrument and a means to apply the results. It was suggested the UUA may have a model in place. Patrick's contract specifies certain expectations. This process might begin with reviewing Patrick's contract, past efforts and those things that other fellowships do and Mark Tompkins should be included. Joe made a motion that the MRC should take the lead in this effort, the motion was seconded and passed unanimously.

13. Bazaar: Carita has agreed to coordinate the Bazaar this year. She has made posters and comments that the materials used to advertise in past years have disappeared. Space remains the biggest problem, in that Bazaar items have to be set up and then packed away as other activities demand the same space. Carita requested the youth coordinator office/bookstore room be readied with shelves available to secure displayed items. She also needs helpers to man the Bazaar for that Friday and Saturday. The Board approves the use of the room for Bazaar items display with the understanding the room will be converted back to a youth coordinator's office by the end of January.
14. UUA Pledges: We have been asked as a fellowship to complete our UUA pledge form and to submit our pledge, which will be less than fair share.
15. Retreat Followup: Kevin commented that the retreat was very productive and we need more time to reflect. The Board is asked to review the binders and be prepared to discuss improvements at the next Board meeting.
16. Audit: The results of the audit are still under review.
17. Other: Regina pointed out the yellow sheets in the binders as Goals from the retreat. She noted items that had changed in this retreat from the original phrases from the last retreat, particularly Social Outreach. A team is to look at Social Outreach objectives. Regina asks the Board to review and agree on the rewording of these pages. Regina requested the Board approve a working team to plan how to activate a Social Outreach effort. The Board gave its approval.
18. The meeting was adjourned at 8:10 PM. Next time, Mary will bring a reading and Kevin and Bill will come up with something for us to eat.

Humbly Submitted by:

  
Bill Meller  
Secretary, UUFC Board of Trustees