

UCC BOARD OF DIRECTORS MEETING

May 12th 2015, 6:00-8:00

Present: President Chuck Skinner, Elizabeth Thorson, Natalie Vernon, Jennifer Goodman, Hailey Ellingham, Mark Vinich.

Also present Rev Audette Fulbright.

Absent: Birgitt Paul, Karl Musgrave.

President Chuck Skinner officially called the meeting to order at 6:20 with a Chalice Lighting and a Mindful Meeting Check-In.

CONSENT AGENDA :

1. April Board of Director Minutes and Supplemental Meeting Minutes were reviewed and approved with one spelling correction : (DLFD is Director of Lifespan Faith Development.) Elizabeth Thorson moved to approve the minutes with the above noted correction, President Chuck Skinner seconded it, and the Motion was passed unanimously.
2. Minister's Report
3. Lifespan Faith Development
4. The Music Director Report
5. Financial Reports

Natalie Vernon moved to approve items #2-#5 above, Jennifer Goodman seconded this Motion, and it was subsequently passed unanimously.

NEW BUSINESS:

Roof Repair Request: Treasurer Jennifer Goodman brought up the request by the Building Committee for funds to repair the

Church roof. After discussion, Jennifer moved that the Board authorize the Chairman of the Building and Grounds Committee to spend up to \$2,000 to repair the roof leak. The source of funds should first come from the Building Fund, and if more is needed, from the General Operating Fund.

****Note for future Board Meetings:** When the new Board of Directors is in place an agenda item for them will be to determine how they want to provide monies for the Building and Grounds Fund, and to establish a process to determine how it is spent.

Sabbatical Fund: Rev. Audette pointed out that we need a policy for Sabbatical Funds. Sabbatical timeframes are supposed to be up to a month per year for every year of service.

****Note for future Board Meeting to discuss and establish Sabbatical Fund policy.**

Orientation for New Board Members: The next Board Meeting on June 9th will be the last meeting of this Board of Directors. After discussion it was determined that this meeting will begin with a dinner to both thank outgoing Board members and welcome and orient new board members. Rev. Audette will be sure incoming Board Members are invited. Chuck, Elizabeth Shelley and Audette will gather and organize orientation materials and job descriptions for New Board Members. Elizabeth Thorson will check to see if her home is available for this meeting. This meeting will also serve as an orientation for Hailey Ellingham who never received a formal orientation.

The Orientation will cover expectations of Board Members:

- Need to be prepared for Board Meetings each month.
- Provide a sample of support documents
- Count and Close responsibilities will be reviewed. Paul Howard as the incoming Treasurer will be asked if he wants to be on the Count and Close roster.
- Chuck will pass the keys to Birgitt as the incoming President for confidential files and to the Church Office.

We will also decide on the date for the next Retreat for the Board.

Revised Committee Membership Policy:

Purpose: The purpose of this policy change is to establish the standard for funded Committees/Teams of the Unitarian Universalist Church of Cheyenne (hereafter known as UUCC).

Persons Affected: Staff, Church Members, Volunteers and Vendors of the UUCC.

Policy: The UUCC will recognize a funded Committee or Team as established with a minimum of 5 active members of the Church. If the membership of the Committee falls below 5, funding is suspended until membership once again reaches 5 active Church members.

Responsibilities:

- For Funded Committees, five Church member's names should be on each funding request including the yearly budget request to the Finance Committee.
- The Committee must also maintain an official membership roster with the Church Administrator, which must be kept current.
- Each Funded Committee must submit an Annual Report to the Congregation . This report needs to be in the hands of the Congregation 14 days prior to the Annual Meeting.
- Committee members are responsible for ensuring that they do not overspend the amount allotted in the Church Budget.

Procedures:

- After having submitted an official membership list to the Church Administrator, the Committee may request funding utilizing the established Budget process.
- Funding must be approved at the Annual Meeting and included in the Church Budget.
- Funding requests do not guarantee approval of funds.

The above Committee Membership Policy was cited in a Motion by Hailey Ellingham to accept as read by Jennifer Goodman (as per above content). This Motion was seconded by Natalie Vernon, and passed unanimously.

The upcoming Annual Meeting was discussed, including soliciting ideas from the Congregation about identifying a “unifying Project”.

Committee Funding Policy discussion will be deferred until the next Board Meeting.

The Action Grid from this meeting will be completed by Chuck Skinner in Birgitt’s absence.

Important Dates:

May 17th: Annual Meeting

May 31st: Community Garden Sale

May 31st: Annual Youth group Silent Cake Auction

June 9th: Old and New Board Meeting: 5:30-8:00

August 9th: UUCC Picnic, Mylar Park

Respectfully submitted for Review and Corrections June 3, 2015
Natalie Vernon, Board Secretary.

April 19th, Noon: Board /Finance Committee Summit

By April 25th: Deadline for Print material to be compiled and mailed to congregants for the Congregational meeting to be in compliance with UUA mandates.

May 17th: Congregational Meeting.

Respectfully submitted for Review and Corrections

By Natalie Vernon, Board Secretary, April 9th.