

## **Minutes of August 28, 2018 UCC Board Meeting**

**Attendees:** Reverend Hannah Villnave, Michael Kercher, Camellia El-Antably, Garth Shanklin, Gene Heater, Caroljean Bongo, Phil Stump

Start Time: 6:05 pm.

**Other Attendee:** Carol Bowles, Committee on Shared Ministry (COSM)

Vice President Caroljean Bongo conducted the Meeting.  
See Agenda on p. 4.

### **Consent Agenda**

Draft Board minutes from the 3 previous Board meetings, July 10, 29, 31, and Aug. 2 are not ready for review.

Financial Report is not available at this time.

Phil Stump is serving as the Boards liaison to COSM.

Staff reports were distributed. Mary Scherden's report by email on August 28, 2018 and Rev. Hannah's July and Aug. 2018 report as hard copy at the meeting.

Camellia moved to approve consent agenda. 2<sup>nd</sup> by Gene Heater.

**Passed unanimously.**

---

### **Updates and Reports:**

Following Board's approval at last meeting, Rev. Hannah talked about moving forward with Express temporary staffing agency and expects to have interviews soon. Rev. Hannah spoke to an individual for the music director position.

Camellia spoke about the mailing of post cards inviting members to the congregation meeting planned for Wed. 9/5/2018 at 7 pm. Members of the Board had received the post cards.

### **New Business:**

Board discussed organization of the retreat for Sept. 7-8, reviewing food, timing, and retreat topics.

An Ingathering planned for Sept. 9.

Garth Shanklin presented the need for a new sound system with higher wattage with estimated cost of \$2,000 to \$2,500 to install. The existing system has limitations. The new system is more powerful and can be used to operate the speakers in the social hall.

**Motion no. 1)** Garth moved to approve the transfer of \$1633.60 from the building fund to the general operating fund.

Motion 2<sup>nd</sup> by Camellia.

**Passed unanimously.**

**Motion no. 2)** Garth moved to approve the expenditure of \$1633.60 from the general operating toward purchase and installation of new Social Hall sound system equipment.

Motion 2<sup>nd</sup> by Camellia.

The Board discussed that the Buildings & Grounds line in the current budget would pay for the remainder of the costs. A contractor for the work has been selected. Garth said extra parts or spares were being purchased to address needs in the future.

**Passed unanimously.**

---

A short update on the roof was provided by Mike. He said a start date was being determined and he recommended that Board consider a Line item or Change Order dollar amount that would be allowed to occur with the Contractor for unexpected issues; etc. The Board agreed to address a discretionary dollar amount at the next regular Board meeting.

On 8/28/2018 Zach Hunsacker with Mike's company will review IT security and have software that can complete secure backups for the church computers.

---

**Camellia made a *motion* regarding the hiring of a bookkeeper for 10 hours per week per the Compensation and Benefits Committee recommendations.**

2<sup>nd</sup> by Garth.

The Board discussed that the bookkeeper position and the possibility of finding a candidate employed by another church in Cheyenne that has experience with church software and accounting. The employee contract will specify a total number of hours per year and there would be some flexibility for 10-15 hours for starting and completing the necessary transition from volunteers to the new person. The anticipated hours would be 5 – 10 hours or up to 10 hours when necessary. Adequate offices, desk space and computers are available.

**Passed unanimously.**

---

Garth recommended the Board move to Executive Session.

2<sup>nd</sup> by Camellia

6:45 pm begin.

7:28 pm end.

Camellia made motion to move out of Exec. Session.

2<sup>nd</sup> by Garth

---

Hannah discussed her planned PTO leave until the end of December. The leave will require her to be gone for September Board meeting but will be available via Zoom. She will be out of the country for the October Board meeting.

Board discussed more plans for the retreat with Rhonda Woodward leading the trust discussion, sharing, addressing goals and mission statement.

A closing poem was read by Reverend Hannah.

Caroljean moved to adjourn. All approved.

Meeting adjourned at 7:40 pm.

**UNITARIAN UNIVERSALIST CHURCH OF CHEYENNE**  
**Board of Directors Meeting**  
**Agenda for August 28, 2018**  
**UUC Library**  
**6:00 – 8:00 PM**

- 1. Lighting the Chalice and Reading**
- 2. Board members Check-in**
- 3. Consent agenda**
  - a. Agenda for today's meeting
  - b. Meeting minutes – July 10, 2018
  - c. Staff reports
  - d. Financial Reports
  - e. Committee Reports – Phil Stump has accepted the liaison position to COSM
- 4. Updates and Reports**
  - a. Rev Hanna
    - i. temporary agency has been contracted
  - b. Camellia El-Antably, Reverend Hannah and Caroljean Bongo –Thank you for crafting the invitation to congregation
- 5. New Business**
  - a. Retreat Sept 7-8, 2018
  - b. Ingathering
  - c. Quick roof update
  - d. Compensation benefits update
- 6. Extinguish the Chalice and Close**