

UUCB BOARD OF DIRECTORS MEETING

Tuesday December 11th, 2018, 7:00-8:19 pm, via Zoom

Present: President: Hailey Ellingham; Vice President: Caroljean Bongo, Secretary: Natalie Vernon, Treasurer: Garth Shanklin, Members at Large: Phil Stump, Gene Heater, Mike Kercher. Past President; Camellia El-Antably.
Also Present: Rev. Hannah Villnave.

Hailey called the meeting to order at 7:10 with a brief check-in from everyone on the Zoom call.

CONSENT AGENDA:

- Approval of the Agenda for today's Meeting.
- Approval of Board of Director Meeting Minutes from Nov. 27th.
- Approval of Congregational Meeting Minutes from May 20, 2018.
- Staff Reports (Incomplete set as Board Meeting is early this month).

Camellia moved to accept the Consent Agenda. Caroljean seconded this. With no further discussion, the Consent Agenda was passed unanimously.

UPDATES and REPORTS: Financials: Garth informed us the Church's financials are healthy and stable considering assets, reserves, and pledges in light of the budget. Garth noted that the Financial report provided was new and had not been seen by the Finance team yet.

ROOF REPAIR FINANCES: Camellia reaffirmed that according to the May 20th Congregation Meeting Minutes, that in that meeting the Congregation approved an extra \$5500.00 for the roof repairs if needed. Accordingly, this amount was moved to the Building Fund, which is separate from the Building and Grounds budget.

BOOKKEEPER SEARCH: Rev. Hannah, Garth, and Phil met with a strong candidate for this position, on Friday Nov. 30th. As this person owns her own accounting business, we would be hiring her on a contract basis. The team was favorably impressed. Phil notes that this candidate is familiar with Church Windows, and is currently working in this same capacity for First Methodist Church. The team spent 1 hour and 40 minutes with her, and all felt comfortable with her. Compensation and benefits ran the numbers, and affirmed that at her rate we have budget available for 6-8 hours per week. This will be for actual hours worked.

Camellia made a motion to contract with this candidate, Anne Seagrave, for 6-8 hours per week at a rate of \$35/hour, with the understanding that Anne will provide proof of professional liability insurance. Caroljean seconded this motion, all agreed, and the motion passed unanimously.

VANCO UPDATE: The \$45 for the chip reading machine, and the \$12 dollars shipping of same, will be sourced by Joe Corrigan's budget for the Service Auction. Joe has agreed to this and is aware this will ease transactions at the Service Auction, possibly increasing profits. This is for our information, no Board action required.

NEW BUSINESS:

COPYRIGHT INFRINGEMENT ISSUE: In 2016 the Church Administrator used a copyrighted image on our website. In July 2018 the Church received a Cease and Desist order to take down the copyrighted image. This was reported to Rev. Hannah who requested the image be taken down immediately. This was not done, and we received a settlement offer of \$660 in damages from Higbee and Associates. With advice from the UUA, Congregation member lawyers and in discussions with Higbee Associates, Reverend Hannah was able to reduce this penalty to \$500.00. After discussion, Camellia moved to pay Higbee and Associates the \$500 to settle the infringement case. Hailey seconded this motion, and it passed unanimously. Reverend Hannah will call our Case Manager at Higbee and Associates to inform them. Hailey will need to sign this agreement, and Joey or the new bookkeeper will sign the check out of the operating fund expenses, under the "Loss" budget line.

BOARD OVER BUDGET STATISTICS: Camellia provided the following information, and will follow it up with an email to assure accuracy.

Here is what the Board has approved to spend over the budget this year:

\$ 6260 water line
\$ 3000 roof extra expenses
\$ 86 Office 365 subscription
\$ 500 copyright infringement
\$ 1634 sound system

\$11,474 total
- 3000 no authorized changed orders for the roof

\$ 8474 actually spent over budget this fiscal year

Our approved budget for the fiscal year is \$205,278.00 (based on treasurer's report). 6% of this amount is \$12,316.68. That means we have \$3,842.68 left that we can spend over budget before we need to request congregational approval.

TRACKING BOARD BUDGET OVERAGES: Hailey offered to ask Paul Howard to put the issue of this tracking responsibility and how it is currently being done on the agenda for the Financial Committee. They may need to consult with the procedures under the Annual Budgeting Policy, (#2.3 as stated, #5 as written). The question is who could track this and bring it to the Board, even though it will appear in Financial Reports.

OFFICE 365 OVERAGE: Camellia moved to approve the \$86 for our yearly cost of office computing as an Administrative expense, (Item 5.1305120). Caroljean seconded this and it was passed unanimously.

LEADERSHIP RETREAT AGENDA: The Leadership retreat will be held on January 12, 2019, from 9:00-3:00 at the Church. The agenda of follow-up from last Retreat will be reviewed. The on-going work of Policy Review clean up will be discussed, and we will work on the concepts of Non-Violent Communication.

FOLLOW-UP FROM NOVEMBER ACTION ITEMS

- Rev. Hannah asked for co-chairs for pastoral care committee. This is about 79% set.
- Rev. Hannah hosted Q and A on her Parental Leave after the Service December 9th.
- Mike passed along Roof Repair Report information to Hailey and Tori. He is still having trouble getting the Warranty on the work done and the Church will withhold payment until that occurs.
- Gene and Garth: Continue their work with Sharon Wisroth and John Sanford on reviewing policy issues and the procedures for changing policies.
- Phil: Followed up w/ CoSM about Board/COSM Sunday Service Welcome. Tori will send out a Welcome reminder and designated Board Member for Count and Close at the beginning of each month by email.

ACTION ITEMS FROM CURRENT MEETING

- Caroljean: Communicate with LDT about the retreat.
- Rev. Hannah will follow up with Higbee and Associates.
- Garth will talk to the Finance Committee about tracking and process for Board Budget overage requests.
- Hailey will put the work being done by the Financial Policy and Procedures team (Gene, Garth, Sharon Wisroth and John Sanford) on the Agenda for the January 22nd Board Meeting. This team will propose the process by which policy and procedure changes can be made.

IMPORTANT DATES

WinterMart, Dec. 14 and 15th.
Leadership Offsite, Jan 12th, 2019, 9:00-3:00
Next Board Meeting, Jan. 22nd, UUCC, 6:00-8:00
Service Auction. Feb. 2nd, 2019

Respectfully submitted for review by Natalie Vernon, Board Secretary, January 8, 2019. Corrections welcomed.