

UUCB BOARD OF DIRECTORS MEETING

Tuesday, February 26, 2019, 6:00-8:00pm

Present: President: Hailey Ellingham; Vice President: Caroljean Bongo, Secretary: Natalie Vernon, Treasurer: Garth Shanklin, (present via Zoom), Members at Large: Phil Stump, Gene Heater, and Mike Kercher. Absent Past Present Camellia El-Antably
Also Present: Rev. Hannah Villnave, Kesslee Velasco from COSM.

Hailey called the meeting to order at 6:00 with a brief check-in from everyone and a reading from Wendell Berry by Rev. Hannah.

CONSENT AGENDA:

- Agenda for today's Meeting.
- Approval of Board of Director Meeting Minutes from Jan 22, 2019.
- Staff Reports
- January Financial report. (Garth sent out the revised financial report to the UUCB Board at 7:26 am on February 26.)

Garth moved to approve the Consent Agenda. Hailey seconded the Motion. With no further discussion, the Consent Agenda was passed unanimously.

UPDATES and REPORTS:

B: Service Auction Feedback:

1. Vanco: Garth reported that the Vanco credit card system worked well during the Service Auction. There were seven people who choose to use credit /debit cards the night of the auction. The total auction payments on those seven transactions were \$2,806. All seven people agreed to add in an amount to help offset processing fees. This total was \$78.50.

2. Garth also reported that the Service Auction raised about \$23,000.00, which will be brought down to about \$22,000.00 after subtracting costs to put this event on. Approximately half of this amount has been collected.

C. FIRE MARSHALL REPORT: Mike K. reported that a Fire Marshal inspection is due on March 1st. All the work has been done including that Mike has set up a phone line to the basement so 911 can be called from there. He will also check cell reception situation in the basement. Mike will get the receipts from Mike Shonsey. The Board approved up to \$400 for the Fire Marshall requirements, and Mike S. needs to provide receipts to be reimbursed.

D. POLICIES FOR CHANGING POLICIES: This is in process. Gene commits to having a draft ready for Board approval at the March Board Meeting.

REV. HANNAH'S FAMILY LEAVE: PART 1: Rev. Hannah reported that from her perspective her Family Leave went well, as she did not have to get involved with situations rising at the Church. She has checked in with Camellia who was handling staff supervision for her, and plans to connect with Beth, Sandi, and Lea on Sunday as they handled Pastoral Care for her. How to handle the Minister's Discretionary Fund during leave needs some troubleshooting.

OLD BUSINESS: COSM SHARE THE PLATE DILEMMA: This year UUCC has had several unbudgeted expenses, which are expected to total more than the 6% over budget the Board of Director's is permitted to spend per the By-Laws. These include but are not limited to, the installation of a new water service line, and changes to the building required by the Fire Marshall.

Further, the Share the Plate donations have averaged \$500 each Sunday, and these are counted as an expense by the Board. Due to these circumstances, the allowable amount for the Board is close to the yearly limit and will exceed the limit prior to the May Annual Business meeting.

Caroljean moved for the Board to call a short, one issue Congregation meeting to request that the Board Budget be extended to cover unexpected expenses. The exact amount will be voted on by the Board by email to be included in the invitation letter by Mike Kercher to invite Congregants the meeting on March 24th, right after the Service. This Motion was seconded by Phil and passed unanimously. Logistics for getting the letter approved and mailed, and getting a quorum were discussed.

DLFD CREDIT CARD: Some difficulties getting a Credit Card vs a Debit card for Mary Scherden were discussed, and a plan put in place to resolve this.

NEW BUSINESS

- A. Hailey responded to a request by the Finance Committee that there is a need for a policy regarding collecting payment receipts to expedite Credit Card payments. Payments need to be made in a timely manner to avoid late fees, and credit card billing cycles should be coordinated if possible. Hailey will remind the policy team to address this.

LIVING GENEROUSLY CAMPAIGN will kick off this Sunday, March 3rd. The Living Generously team will distribute pledge packets, the Board will provide Lunch, and Rev. Hannah will speak to emphasize the importance of this commitment to the life and health of the Church.

BOARD BUDGETING PROCESS: Garth updated the Board on the status of the Budgeting process. Requests have been made to all committee chairs, and these are due back in the second week of March. On Sunday the 17th there will be a Budget Meeting where Line Items not associated with a Committee (like Social Justice) will be addressed.

WAKE NOW OUR VISION: Funds totaling about \$83K should be arriving from the Wake Now Our Vision Fundraising, and the Board will need to create a committee to steward this process. This is being administered by the Planned Giving Office of the UUA. UUCA via the Board needs to assign a committee or a process for determining how to use or save these funds. Stakeholders and congregants will all be consulted, and the Board's role is to steer this process in service of the financial health of UUCA.

NEW/USED PROJECTOR: The projector in the Sanctuary has worn out. Tori is calling around to try to locate finding a used one. Mike K. might have a lead on a used one at work as they reorganize space there. No action needed other than getting the word out.

EXECUTIVE SESSION: Gene made a Motion to move into Executive Session at 7:40, Caroljean seconded the Motion, and the Motion passed unanimously. Kesslee Velasco, not being a Board Member, took her leave at this time.

ACTION ITEMS:

Wake Now Our Vision process and funds will be brought up at the Annual Business Meeting in May. Rev. Hannah will speak with Laura Randall at UUA about the process, the exact amount, and when and how we receive these funds.

Hailey will remind the Policy Committee to suggest policies and procedures re: Receipts to expedite payments and coordinated Credit Card Cycles, per the Finance Team's request.

Mike will write a letter re: the reason for the Congregational Meeting March 24th. Board members will give input and approve a final draft via email. This draft will include the amount over our 6% limit that we will be asking the Congregation for and why. He will provide the voted on final draft to Tori to mail out to all Congregants by March 9th. Mike will also schedule the Annual Business Meeting and the Special Congregational Meeting with her. Natalie will obtain a current list of Members from Tori to assure a quorum at both Meetings.

IMPORTANT DATES:

Rev. Hannah's second half of parental leave begins March 18th.

Congregational Meeting; March 24th after Service.
Next Board Meeting: March 26th.

Respectfully submitted for final review by Natalie Vernon, Board Secretary, March 24, 2019.
Corrections from Garth and Caroljean included.

Thank You in Advance.