

## **UUCB BOARD OF DIRECTORS MEETING**

Tuesday, January 22, 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, Mike Kercher. Past President; Camellia El-Antably.  
Also Present: Rev. Hannah Villnave.

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

### **CONSENT AGENDA:**

- Approval of the Agenda for today's Meeting.
- Approval of Board of Director Meeting Minutes from Dec 11<sup>th</sup>, 2018.
- Staff Reports

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 provided a Financial Report from the Financial Committee meeting. Highlights included:

- YTD income of investments is almost 9K, but caution re: possible volatility of the markets is advised.
- YTD we are at roughly \$88K on pledge collection, which is 60% of the way to the Annual Budget.
- The Board is \$3500 from our limit to remain within the 6% permitted budget overage. The Roof Repair Bill is the outstanding variable.
- Mike Shonsey supervised a review of the Fire Regulations in a review by the Fire Department. The Fire Department found about \$350-\$400 worth of corrections required to be up to code, mostly alarms and smoke detectors.

Camellia moved to authorize payment for these requirements from the Board's discretionary funds in order to meet the Fire Marshall's deadline. The Motion stated that she moved to approve up to \$400 in Board discretionary funds to meet the deadline. Gene seconded this Motion, and it passed unanimously without further discussion.

Another issue from the Fire Marshall visit was that we are required to have a crash bar exit door in the Sanctuary to facilitate emergency exits. Mike Shonsey will put a proposal together from Building and Grounds for the Finance Committee and the Board. This

proposal will include how to approach the gutter issue, determining and helping to prioritize what we need and in what order, as well as the source of funds.

**DLFD CREDIT CARD** The issue of the Director of Lifetime Faith Development needing a Credit Card for Religious Education related expenses. Camellia moved that the Board approve a Credit Card with a \$1500 credit limit for Mary Scherden's RE expenses. Phil seconded this, and the Motion passed unanimously.

**ROOF REPAIR BILL and WARRANTY UPDATE:** Mike K. advises us that we still have not received the bill for the roof work. We need this as well as the Warranty. Joey Vanschaik requests in her interim Book Keeper function that Garth should be the primary signer of all checks. Garth will coordinate this with Hailey and Caroljean.

**VANCO** is set up and set to go. The system will require a few tweaks by Joey, but for the Board's understanding all is well and ready for the Auction.

**BOOKKEEPER UPDATE** We have hired Ann Segrave, for 6-8 hours per week at a rate of \$35/hour, with the understanding that Ann will provide proof of professional liability insurance. She has been approved and set up with the bank.

**POLICY WORK UPDATE:** Gene and Garth reported progress on their work to clean up our policy guidelines. They are working on a policy to change policies, and templates for creating a policy procedure. Eventually there will be an Official Copy in the Admin computer and hard copies available in the Admin office and on the Church Webpage. They are working on policies and procedures for Membership, Buildings and Grounds, Finance, and Religious Education.

**BOARD/COSM/LDT RETREAT:** Rev. Hannah referenced the Flow Chart that she emailed attendees of the retreat. The Board will determine the implications of this work for the Board and what actions are indicated in the February meeting.

**PASTORAL CARE UPDATE:** Rev. Hannah has finalized plans for Pastoral needs during her first 3-week block of parental leave. Sandi Gaulke and Lea Grubbs are the contract people in this interim.

**BOARD AUCTION DONATION:** The Board gave the go-ahead to Joe Corrigan in using the Share the Plate collection to raise money to put on the Auction. We also decided that we would do a Flash Fundraiser at the Auction wherein the Board would put in \$20-\$50 each and we ask the Auction participants to match the amount or they would forfeit the donation! Everyone committed to get their contributions to Joe by the following Sunday.

**WINTERMART:** We need clarification on where Wintermart stands in terms of if it is worth doing. Joey suggested we might want to defer to Andrea Heater about this.

**SHARE THE PLATE:** Garth pointed out that when we distribute Share the Plate funds this will be an unbudgeted expense. Next year it will need to be in the budget. We will discuss the logistics at the Feb 26<sup>th</sup> meeting.

## **NEW BUSINESS**

**UU MINISTERS ASSN BYLAW CHANGE:** Rev. Hannah presented edits for a UUA By-Law change that would change the term “final fellowship” to “end fellowship”, enabling extended continuing education in the credentialing process for UU Ministers.

**MEMORANDUM OF AGREEMENT FOR KRISTEN PSAKI :** Garth moved for approval of the Memorandum of Agreement with Kristen Psaki, with the correction that Cheyenne be left out of the specified trips. This was seconded by Mike and passed unanimously.

### **BOARD BUDGETING PROCESS:**

- Need 2 listening sessions with Finance Committee, 1-2 Board members with congregants as part of budgeting process.
- Living Generously will kick-off first Sunday in March.
- Hopefully the second Congregant conversation would be March 17 so Rev. Hannah can attend.
- Whichever Sunday is chosen it will be held from 1-4 in the Library. Tori to reserve the room.
- Budget meeting conversations will need to review lines that do not have Committees attached.

**WAKE NOW OUR VISION:** Funds should be arriving from the Wake Now Our Vision Fundraising, and the Board will need to consider the process for determining what to do with these funds.

## **IMPORTANT DATES**

### **Service Auction, Feb 2<sup>nd</sup>, 2019**

MLK Birthday March, Jan 21, 2019

MLK Birthday Banquet, Jan 20<sup>th</sup>

Drag Bingo, Jan 26<sup>th</sup>, 2019  
Next Board Meeting, Feb 26<sup>th</sup>, 2019 UUCB, 6:00-8:00

Respectfully submitted for review by Natalie Vernon, Board Secretary, February 15, 2019.  
Corrections welcomed, especially from Garth, Joey, (Financials and Budgeting) and Rev  
Hannah (re: the UUMA).

Thank You in Advance.