

UUCB BOARD OF DIRECTORS MEETING

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

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

Hailey called the meeting to order at 6:05 with a brief check-in from everyone and a Chalice lighting and reading by Caroljean Bongo.

CONSENT AGENDA:

- Agenda for today's Meeting.
- Approval of Board of Director Meeting Minutes from Feb. 26th 2019.
- Staff Reports

UPDATES and REPORTS:

A.COSM Report: Phil will attend the next COSM meeting and report back to the Board.

B.LIVING GENEROUSLY REPORT: Abbey Kercher reported on the Living Generously pledge drive. So far we have \$120K pledged against a prediction of \$178, and compared with last years total of \$163K. There are 80 pledging units still outstanding, and calls are being made to determine status and getting Constituents to return their pledge forms.

Abbey mentioned that while they felt support and input from previous LG teams, that she and this group need training and learning Best Practices from the past drives. Garth will make powerpoints and info available from previous LG related workshops.

Tori and Andrea are still trying to clean up the Membership lists which have omissions, redundancies, and errors.

Abbey and the team are looking forward to our visit from Rev. Sarah Shuer to get advice and guidance on the pledge drive process.

It was brought up that the Church lost support of a few members due to dissatisfaction on how the Board handles the Shelley Reher situation.

C.LDT Report: Hailey reports LDT is working on the slate of Candidates for the Annual Business Meeting vote in May. They have the Board slate completed, and 2 COSM slots open as of this meeting.

C.FINANCIAL REPORTS: Garth presented the Treasurer's Report, explaining the amount that came in as income last month. Garth stated that in terms of budgeting , we have 70% of what we need to stay on this year's budget. March, April and May are still to come and if this trend holds steady we will have maintained our budget for the church year.

Contributions have been stronger as we have continued to divide the Sunday service donations with Share the Plate. Based on this success, the Special Congregational Meeting approved of an additional \$5K for the Board to exceeding it's 6% spending authority, as these donations are documented as expenses by the Board.

Garth explained the rest of the report:

Misc, Income was way over budget

Facility usage fee might not always be collected and should be looked at by the Policy group

Service Auction is at 80% of collecting funds raised.

Administrator Compensation had more budgeted than spent as Shelley left in July (1st month of the year, and most of that work was done by volunteers. Shelly's departure did lead to an unexpected expense in terms of hiring a temp agency for an administrator, and contracting with a Bookkeeper.

PHOTOCOPIER ISSUE: Our photocopier is 12 years old and not functioning well. It needs to be replaced. We have had many maintenance visits required which gets expensive. Tori is researching the costs of a new machine, rent or purchase.

STAMP OVERBUDGET: Tori needs 3 more rolls of stamps, @3x\$55= \$165. Garth moved to approve this overbudget expense, and was seconded by Hailey. Without further discussion, this was passed unanimously.

WINTERMART: In terms of another fundraising source, we are going to need a new person to run Wintermart. Terry Kreuzer is no longer going to run this.

CREDIT CARD CAPS: Garth went over the caps on credit cards held by Rev Hannah, Mary Scherden, and Sharon Kelley. He also reviewed the Church credit card. Hailey, Caroljean and Garth all have check signing privileges.

BANK ACCOUNT PROTECTION: A discussion was held regarding vulnerabilities of our accounts. Garth plans to review solutions with the Financial Team and will report back to the Board.

POLICIY ON POLICIES: Gene said this committee has had some delays, and needs to get back on track. The policies that are being addressed now are:

1. Any policy or procedure created needs to be reviewed to be sure it is aligned with our UU principles, vision and values. This should be a function of the committee creating the change.
2. The Board Reviews and votes on all policy changes. Financial and Compensation and Benefits review their own policies. Every year committees need to review changes.
3. Part of the process of the Board reviewing changes is that voted on changes need to be reported to the church administrator so they can be made and catalogued. The church admin must also create a calendar of reminders in terms of who is doing what, and when it is expected to be done. So as Policies and Procedures are addressed and accepted or changed, a calendar will be built to be sure these are followed. Contact will be with the person responsible and the Board. These should be consistent with our RACI chart.
4. Any church member can submit a proposed policy change. If they are not happy with the result they can bring their suggestion to the Board.
5. Templates must be used. When there are changes, these must be highlighted and/or struck out as appropriate. A marked up and clean copy should go to the Admin and the Board.

FIRE MARSHALL REPORT; Mike informed the Board that we had passed inspections. He suggests we look into lighting for the Exit signs in our next budget.

Mike will also look into requests by the congregation for a defibrillator, a map of where fire extinguishers can be found, fire drills, and a smoke detector in every room. We need to be more proactive about Fire safety, and have an evacuation plan and map. These are action items for Mike.

Mike will also check out the closure issue with the Sanctuary door, and install a red land line in the basement for calls to 911. The church address will be posted nearby.

Mike also suggested we have a plaque made soon for the Boiler Room door. This plaque would proclaim it to be “The Mike Shonsey and Bob Twyford Boiler Room” as a tribute to all

the many long hours spent and work done on the building and grounds, and of course in the Boiler Room.

Garth moves that we change into Executive Session at 7:20. Natalie seconds this. Abbey Kercher, not being a Board member leaves at this time.

EXECUTIVE SESSION: 7:20-8:00

ACTION ITEMS:

Hailey will contact Abbey about putting together a Support Packet for the LG team next year.

Garth will keep us updated on the Budget Process.

Mike will follow up on Fire Safety issues and the plaque for Bob and Mike.

Board Meeting Adjourned at 8:00 pm.

IMPORTANT DATES:

April 21: Easter Potluck

April 26: April Board Meeting

April 28: Mac and Cheese Competition for OWL graduation

This Final Approved version of the March 2019 Board Minutes respectfully submitted by Natalie Vernon, Board Secretary, April 24, 2019.