

UUCC BOARD OF DIRECTORS MEETING – SEPT. 24, 2019 MINUTES

P. Stump, Board Secretary

Present: President: Caroljean Bongo, Hailey Ellingham, Garth Shanklin, Mike Kercher, Phil Stump, Camellia El-Antably, Gene Heater, Reverend Hannah Villnave

Meeting called to order by President Caroljean Bongo at 6:05 pm.

CONSENT AGENDA:

- Approval of the Agenda for today's Meeting
- Approval of Meeting Minutes from Aug. 27, 2019 Board meeting.
- Staff Reports and Committee Meeting Reports
- Treasurer's Report for Aug. 2019

Garth made a motion to approve the consent agenda and Mike Kercher seconded the motion.

Items within the consent agenda were removed for discussion prior to the vote for approval of consent agenda.

Discussion: Camellia explained that the church has held too much cash within the investment account. She said the Investment Committee agreed to invest about \$30,000 in a stock fund and \$35,000 in a fixed investment that will yield less than 2.05%.

Camellia also spoke about needing a report from Mary Scherden, DFD that details the expenses and income from summer camp. She thinks the overall net loss is near \$1,000. She said that the Religious Education Committee is a standing committee of the Board of Directors according to UUCC's By-Laws but the members have not been appointed by the Board in the past. Camellia and Board members also discussed about the nursery staff being considered as a church employees that are supervised by Mary, and also serving as RE Committee members as a potential conflict of interest.

Camellia will be following up with Rev. Hannah about getting a report of the Summer Camp finances from Mary Scherden and will discussing the RE Committee member issues.

The consent agenda items within Garth's motion were approved unanimously.

Old Business and Updates

The contract has been signed with the Feminist Leaders for Reproductive Justice Program.

Mike explained the cost of the rungs for the bike rack that would be installed by Rock-on-Wheels. The total cost is \$150 for 3 rungs that will hold 6 total bikes. Mike Shonsey, Building & Grounds Committee Chair, had approved the bike rack via email. Garth made a motion to approve the \$150 cost out of the Building Maintenance and Report budget line item (5.125.100) for the bike rack. Hailey 2nd the motion. **The motion passed unanimously.**

For the review of the Building Use Policy, Hailey explained her communication with Church Mutual about liability of people contracting for the church space. Church Mutual explained UCC could be sued if someone left the event drunk and was involved in an accident. The Board decided to review potential language for a waiver process to use the building. The Building Use Policy updated in 2017 was located but there was not documentation of the Board approving it in the Board Minutes. Hailey will be checking with Church Mutual about getting some example waiver language.

Gene explained the status of reviewing policies and church technology. The credit card policy is being reviewed. Sharon Wisroth is working on the purchasing policy. They are meeting two times per month. He had to fix the bookkeeper and kitchen phones. He is fixing Mary Scherden's voicemail and will be working on the sound booth computer addressing some Church Windows (accounting software) issues.

Caroljean reported on the Fall Leadership retreat explaining the group activities on Fri. and the Board and COSM finalizing goals on Sat.

For mission statement work an email will be sent to church membership about the upcoming cottage meetings. The clip boards will be available for sign-ups.

A new interview is being schedule for the Music Director position.

The Congregation update and Q&A will occur during 2nd hour church on Sept. 29th.

Phil reported the Financial Review Committee is moving forward. The Committee has met three times and is needing to coordinate with Joey to make the records available for review.

Camellia is evaluating the process with graphs to provide an update to the congregation on church expenditures and income. Joey will be helping to set it up and make it easy to do in the future.

Tamra will be sending out the welcome and count list that will be a google document that can be edited.

New Business

Carol Bowles with COSM discussed whether a person from COSM should attend the next LDT meeting to hear about the training for small group ministry. Training is planned for 5 facilitators. The material for the small group ministry groups will be pulled from UUA's Soul Matters curriculum. Mike will discuss the need for a LDT / COSM meeting, and will get feedback on dates from the LDT team at the next scheduled October Meeting. He also plans to attend the Oct. 24th COSM meeting at 6:30 pm and provide an update on LDT availability and agenda.

Camellia discussed the bookkeeper job description. Mike requested the adding of language about adhering to all policies of the Finance Committee. Caroljean talked about the background check that is necessary for all church staff and RE volunteers. The Board considered the potential need for requesting a credit report of the selected Bookkeeper applicant. Garth made a motion to approve a pay range of \$14 to \$17. Hailey seconded the motion. **The motion passed unanimously.**

Following the Board meeting, Camellia requested (made motion) an amendment of the pay range for the bookkeeper position via email to all the Board members. The actual pay rate range is \$15 and \$18. A majority of the Board Members approved the vote via email on 9/30/2019. **The motion passed unanimously by Board Members responding via email.**

Caroljean will be doing a welcome schedule for Oct. thru Jan. 2020 that will be sent out by Tamra.

Garth moved to adjourn. Camellia 2nd. Approved unanimously.

Action Items (below): FOR THIS BOARD MEETING.

1. Camellia will be following up the Rev. Hannah about getting a report of the Summer Camp finances from Mary Scherden and will discussing the RE Committee member issues.
2. Hailey will be checking with Church Mutual about getting some example waiver language for building use.
3. A new interview is being scheduled for the music director position.
4. Camellia will be determining format for financial update to the congregation
5. Mike volunteered to attend the Oct. 24th COSM Meeting.
6. Hailey and Bob will continue reviewing the Building Use Policy prior to the next board meeting.

IMPORTANT DATES

Reverend Hannah Renewal (Evaluation) Review, Oct 13th, After service