

UUCB BOARD OF DIRECTORS MEETING – Jan. 28, 2020 MINUTES

P. Stump, Board Secretary

Gene Heater, Mike Kercher, Caroljean Bongo, Camellia El-Antably, Phil Stump, Hailey Ellingham, Garth Shanklin, Rev. Hannah Villnave

President Caroljean Bongo called the meeting to order at 6:02 PM.

CONSENT AGENDA:

- Approval of the Agenda for today's Meeting
- Approval of Meeting Minutes from Dec. 10, 2019 Board meeting and special board meeting 1-15-2020
- Staff Reports and Committee Meeting Reports
- Treasurer's Report for Dec. 2019 and Finance Committee 12/19/2019 Meeting Notes

Motion: Garth made a motion to approve the consent agenda and Camellia seconded the motion. The consent agenda items were approved unanimously.

Old Business and Updates

Mike Kercher has had problems with Rock-on-Wheels being responsive about the bike rack.

The ad hoc Team completing the mission/vision statement process described doing breakout sessions during the Board's retreat on Feb. 8. An email will be sent to the congregation regarding the new mission statement and will be provided with opportunities to engage with it. The congregation will vote on the mission statement during the Annual Membership meeting.

The Board reviewed the revised building use policy. Gene has received MS Word copies of the three waiver forms received from Church Mutual.

Action Items: Gene will be working with Rhonda to review the legal aspects of the proposed waivers and decide how to merge or combine them. Gene will go ahead and reformat the other building use policies; such as, "bulletin board" and "room use" by Members and Committees. Gene also talked about changing the other church policies to the new format.

Rev. Hannah reported on the search for a Music Director. Priscilla Golden is completing the scheduling for music volunteers during church services. The search is on hold at this time.

Gene reported on the Policy and Procedure Review Committee. The Board reviewed the mission statements of the Committee and recommended some minor changes. The Committee will need to coordinate with the Treasurer, Assistant Treasurer, Bookkeeper, and Finance Committee. The credit card policy, share-the-plate policy, and purchasing policy were discussed as priorities. Camellia said she is reviewing receipts and signing off for on any reimbursement checks. Joey has a recommended list of financial policies to be reviewed.

Action Items: Camellia will make sure the list of financial policy review priorities is provided to Gene.

Phil discussed the Financial Review Report that was emailed by Camellia. The Financial Review Committee did spot reviews for three fiscal years of church records. Committee Members were Phil Stump, Sharron Kelsey, and Dori Klopfer. The Committee reported the mismanagement of church money and discrepancies in accounting records for the FY 2017-2018. The Finance Committee has reviewed the committee's final report. One recommendation is follow the existing church policy requiring the Treasurer to review each month's reconciliation and provide a signature and date on the General Ledger reconciliation printout from Church Windows. Camellia is completing the reconciliations each month.

Mike Kercher has sent the fundraising and stewardship training write-up to Camellia, Rev. Hannah, and Caroljean.

Gene reported that he had completed new installations of Church Windows on the church computers.

Rev. Hannah and Camellia explained the summer camp expenses. Camellia meet with the Faith Development Committee (FDC) and discussed the budget and asked how they can work within the budget in the future. The FDC appreciated having Camellia explain budget with them.

Action Items: Rev. Hannah said a printout of the accounting records from Summer Camp will be shared with the Board at the next meeting.

Board discussed flash fund drive for a new projector during the Service Auction.

Rev. Hannah explained the formation of a Committee “Justice League” led by Kathy Jenkins. The Committee will adopt a section of Crow Creek. The Committee will have a meeting on March 8th during 2nd hour.

The Living Generously campaign target is \$170k. The church would like to get to \$185k in the future which is 85% of annual expenses.

New Business

Camellia had shared a schedule of the church budget preparation prior to the meeting. The schedule includes two budget meetings that Board members can attend.

Hailey provided a report from her attendance at COSM. Luanne Gearhart will be starting up the Circle dinners. Rev. Hannah explained how COSM will be doing minister reviews with the Board in the future.

Hailey agreed to attend the March COSM meeting.

Camellia reported about the hiring of a nursery worker for the Service Auction.

Motion: Camellia made a motion to sign Kelsey’s contract provisional to only work at the Auction and no more shifts until the background check is done. Mike 2nd the motion and it passed unanimously.

Gene made a motion for an Executive Session. Hailey 2nd the motion and Board agreed at 7:35 pm.

Gene made a motion to move out of Executive Session and Hailey 2nd.

Meeting was adjourned at 8:00 PM

Upcoming Dates:

Next Board Meeting: Feb. 25, 2020