

UUCLC Board of Trustees Minutes-Draft 2
5-11-18

The Chalice was lit by Betty at 10:32 am with all BoT members present: Betty Emery, Suzie Lockwood, Stuart Anderson, Pete Conde, Joyce Axelson, and Lois Sanford. Five other members were present. Joyce led us in a brief meditation. Suzie welcomed members in new positions (Betty Emery, Pete Conde and Lois Sanford).

I. Approval of the April 19, 2018 Board meeting minutes-The following items were edited:

- 1.A.-Add Pete Conde
 - C.-Spell plaque correctly.
 - Members present: Spell Sanford correctly.
 - II.A.-registration, not reservation
 - II.D.-Carl said he could work on bylaws after summer. (Lois asked and Betty clarified that today we are working under current bylaws.)
 - IV.-Chris Higgins' comments (on edits sent by email) should be included.
- Stu moved and Joyce seconded to approve the 4-19-18 BoT minutes with the above revisions. Passed unanimously. Betty will ask future scribe to designate draft number.

I. Treasurer's Report-We are 83% through FY 2018. We have spent 78% of Operating Budget. We have received 90% of Operating Budget and 88% of pledge payments. Balances in both accounts have increased.

III. Minister's Report-none

IV. Leadership Council report from 5-7-18-

Brainstormed ways to have minutes taken at BoT meetings and requested that we hire a part-time administrator who would: take Board minutes, oversee and manage administrative building and grounds duties, ease into bookkeeping tasks as Stu prepares to retire.

- Leadership Council agreed to always meet the 2nd Monday at 1:30-3:30 pm, regardless of when BoT meets.
- Leadership Council was in concensus that the Sunday Discussion Group Forum led by BoT went very well.
- The Event Protocol is working well, and Toni Prather is training as the new Event Coordinator.
- Ten people are taking the new Orientation class.
- BoT members will receive yellow name tags.
- The Safety Team will run fire and emergency drills in the fall.
- Our wheel chair is in the pantry.
- Janeane Reagan is organizing a David Roth fund raiser concert in January.
- Hospitality still needs volunteers to help in kitchen and bring snacks for Sunday mornings. Sign-up sheets will be used going forward for volunteers to donate food and time.
- Currently our church is not recycling. Hospitality brought this to our attention at the recent Leadership Council. Lyn has offered to get pricing for bins and her husband has offered to build a PVC rack to hold the bins. Following Sunday service members who have recycle pickup will take the recyclables home to have picked up.
- WRaP is fine tuning the Sunday Announcement Policy and process.

UUCLC Board of Trustees Minutes-Draft 2

5-11-18

- Summer services will begin at 10 am in July and August.
- Lifespan has planned classes through spring of 2019 and will not meet again until September.
- Finance feels we need further BoT discussion about charitable donations and suggested adding a line item to the Budget.

V. Congregation Member Issues

- Cathy Benton has noticed there's confusion during announcements about who is in control and what the chain of command is. Joyce suggested that we have a good protocol, but it needs to be followed. (WRaP is aware of this situation and is working to correct any confusion and is planning another training for Service Leaders). In reference to announcements, Fred Lorch said that people are concerned that we really aren't concerned enough about the community outside of UUCLC and are becoming insular. Betty reinforced that WRaP will discuss this further, review current policy and train service leaders about the announcement protocol.
- Fred Lorch is concerned that Hospitality volunteers miss the service, and he is working on a way to allow Lynn to attend the service.

New Business

A. Rev. Tracie's contract 2018-2019-A contingency of her current contract is a performance review by a ministerial review committee. Since we don't have a formal review process, Joyce is surveying committee chairs and Past President, Chris Higgins with a 5-question anonymous survey to serve as an informal review process this year.

- Adding 3 "flex" days was discussed, but not kept in contract.
- Creating an independent Committee on Ministry was added to the contract.
- Salary will be \$643/week for 10 months, with a W4 rather than a 1099 form.
- Stu said we need to hire a CPA, because he doesn't have the skills to use this tax form. He will get two bids for the tax work.
- Stu moved and Pete seconded the motion to approve the revised contract for Rev. Tracie, pending results of the informal review process.

B. Rev. Tracie's housing 2018-2019-Two congregants withdrew offers for use of their homes for this purpose. We are required to provide private space for Rev. Tracie.

- Betty found a studio apartment that is affordable and Rev. Tracie approved it. The owner is willing to hold it until August. We need to increase our budget \$3,500 to pay for this housing.
- Lois suggested we have renters insurance and she will research it and get some quotes.
- Joyce asked if we have calculated how much extra we are paying for a part-time minister.
- Suzie suggested we pay the first month's rent to guarantee we have this apartment in August, and we will pay it.
- Stu moved and Suzie seconded that we take this apartment for Rev. Tracie. Passed with one abstention.

C. Building Insurance-Chris Higgins is still negotiating with Iris Insurance. Premium is an increase from last year, but is much less than another company's quote. Due date is May 18th and Stu will pay premium by then.

UUCLC Board of Trustees Minutes-Draft 2

5-11-18

D. Member Loan Payback-We owe \$45,000 and have raised just under \$5,000. At this rate we won't be able to pay it off in 2 years. Stu proposed that we add an additional \$10,000 to the Operating Budget for each of the next two years. The loan repayment is due July 2020.

E. BoT Secretary vacancy/hiring of a paid administrator-

- We will need to rely on scribes until we get a BoT Secretary. (Following an extensive search and recruitment efforts by BoT and Nomination Committee with no results, the Leadership Council brainstormed ideas on what to do and has proposed hiring a paid administrator.)
- Stu believes we have too many financial obligations to afford hiring an administrator. However, if we hire through a temp agency, it would cost less (10 hr/wk @ \$15/hr=\$7,800/yr).
- Several BoT members spoke of frustrations that many members aren't volunteering to help congregation.
- We currently encourage congregation to volunteer, during orientation, through announcements, conversations, inviting members through personal conversation to donate time and talents consistently.
- Betty suggested we add a Dream item to perennial budget for \$7,800 for a paid administrator. It was suggested that the time for this to be a dream item has passed and we need to work on a solution now.
 - The reason being, the current Scribe is returning to their Summer residence, the Building and Grounds volunteer manager has resigned as of May 15th, the Chair of Finance and Treasurer on the BoT is retiring in a year.
- Stu will add the following to revise the 2019 FY Operating Budget:
 - \$3,500-housing for Rev Tracie,
 - \$10,000-loan ammatorization,
 - \$7,800-paid administrator, and
 - \$1,000-donation to charity.
- Stu will then present the congregation with the new budget and ask for more volunteer time and/or financial donations.
- Stu moved and Joyce seconded to present revised budget and appeal to congregation for more donations of time and/or money. Passed unanimously.

F. Congregation member request for a congregational vote whether to lock the building doors. during worship service-BoT and Leadership have already voted to leave the doors unlocked during service, based on research a well informed decision and vote was taken not to lock the doors, because33 locking doors does not prevent an active shooter from entering. The request is dismissed.

G. Discussion on policy for borrowing items from building-tabled until June meeting

H. Jazzercise contract-Katy wants to end contract at end of summer-We will release her from contract at end of September. Stu moved and Lois seconded to release her. Passed unanimously.

I. Interior Space committee request for window film installation-Considering tinting south kitchen window, west windows and north windows in Sanctuary for \$3,000. We can tint just south kitchen and west Sanctuary windows for \$1,634 to stop glare and reduce cooling costs.

UUCLC Board of Trustees Minutes-Draft 2

5-11-18

This money will come from Building Improvement Fund. Pete moved and Lois seconded paying \$1,634 for the south kitchen and the west Sanctuary windows to be tinted. Passes unanimously.

J. Request for an unrestricted bulletin board-Suzie said we have another bulletin board, which will be hung when the green hutch is moved, and in the future we can decide guidelines for its use.

K. Safety team request for sign regarding weapons in building-The team wants to post signs at main entrance that prohibit open and concealed weapons in building. Our safety advisors recommend that we be just as concerned about congregants with weapons. Suzie moved and Joyce seconded to post one 5" X 7" sign on the window. Passed unanimously.

Ongoing Business

A. Building report-results of walk through with Joe Rispoli; Results of help wanted request for building maintenance; Update on permanent signs; Homeless camping in the woods-tabled until June meeting

B. Set date and time of next meeting-Thursday, June 14th, 10:30 am.
Review meeting at 1:00 pm for future meetings.

Adjourned at 12:40 pm.