

Splinters from the Board
June 9, 2013
1:00 p.m. At the UU Center

Present: Norma Bailey, Vicki Chessin, Ricky Courlander, Sarah Curry, Gisela Moffit, Chris Nace, Grace Rollins, Rev. Dr. Nana' Kratochvil and incoming Laura McBride and Scott Daigle

1. Chalice lighted with a reading by Nana' – a poem by Rabbi M Shapiro
2. Welcome (Grace) and check-in by all
3. Consent agenda – Minutes of May meeting approved – attached.
4. Updates- 1) Policy for continuous membership -Update handbook to read that contact will be undertaken by the chair of the membership committee when the Treasurer alerts her or him in March of members with no contribution of record in the past year. (Definitions of Members and friends) (Gisela) – attached
2) tickler sheet (Norma) changes– Contracts with employees will be signed for the upcoming year in June. Thus she is recommending the meetings with employees occur by November – before the budget process for the upcoming year is undertaken in December and January. Discussion followed about the need for an employee assessment tool as well as the need to review or update job descriptions. This year Grace met with each staff member and they reviewed their contracts. No revisions seemed needed but the entire process as well as the timing needs to be revisited in the next year. – attached.
3) Sanctuary sound system (Vicki) – new speaker is installed,
4) Employee Evaluations (Grace) done,
5) Quarterly Pledge Summaries sent out (Ricky)-done,
6) Caring Committee meeting: Norma has met with Mary Alsager once and will meet once more as she takes over supervising this.
5. Minister's Report (Nana') – attached.
6. Worship Team report (Vicki) – attached. 1) The meeting on May 8 established a plan to formulate an Interim Worship Team to support our worship needs until Rev. Joe is here, we can work out what he needs to support him, as well as what we will need to support the one Sunday a month for which he is not responsible. A call will go out to anyone interested in serving on the Worship Team to meet Wednesday, May 12 at the UU Center for a 6 PM organizational meeting. 2) Rev. Joe's contract begins August 1, 2013.
3) We have budgeted for a minister's salary for the month of July = \$4166. The Worship Team proposes we dedicate a portion of those funds for 4 visiting ministers (3 of them to be in July and August) which will take about \$1600 and set aside \$1000 to put toward a stipend for substitute pianist stipends of \$50 per Sunday when Beth is not here. After discussion the board voted to designate \$2000 to be added to the music fund of \$600 and \$2000 toward obtaining the services of visiting ministers over the next two years. The worship team's request to try to schedule 3 visiting ministers for July and August was supported.
7. Treasurer's report (Ricky) – attached. Extensive discussion followed about various ways to report the finances to the board. Expenses will be attributed to the respective committee with a line item in the budget. The charges will be reported against their budget quarterly. This will help the committees and the board with future planning. Each Board liaison will make their committee(s) aware they need to turn in receipts for purchases to the treasurer and indicate to which budget it should be attributed.
8. RE committee report (Sarah) - Norma reported 1) plans are underway finding volunteers for summer Sundays. 2) The final school year picnic is being planned for next Sunday and

everyone is invited immediately following worship.

3) Next year there are plans for k-1 and 4-6th grade OWL courses.

4) There are plans in the works to use teams to teach the new curriculum in the fall.

9. Social action report (Norma) – no report.

10. Membership committee report (Gisela) – four new members signed the book today to bring our membership to 71, a new high. New members are Roze Finn, Tara Vancil, Victoria Sladeck, Tamara Lada-Lawson.

11. Miscellaneous Reports:

1. Social Fun – no report

2. Building Manager – 1) After Norma and Chris Bailey removed the leaves from the roof, Tina was able to have the roof leak inspected. We have received an offer to patch the roof for \$900 or take it down and replace weakening surfaces and install a new roof on the flat portion of the building for \$1800. The board supports the use of money from the capital campaign to replace that portion of the roof for \$1800.

2) Tina has received a quote for new furnace and air conditioning units for the Fellowship Hall and bathrooms for \$5847.00 plus tax so we may be able to eliminate the tax expense. The board has approved the use of the Capital Campaign for the installation assuming Gisela receives acceptable answers to our questions about exactly what is included in the quote regarding the furnace, air conditioning, and sizing and handling of the duct work.

3) Tina recommends the board accept the offer of a service contract for twice a year servicing of three units and emergency coverage if we should need it from Door Heating and Cooling Inc. We actually have 4 units (2 furnaces and 2 air conditioners) that need to be covered. Assuming the inclusion of all 4 units is no more than 1/3 added to the current quote, the service contract is approved.

4) Tina is still working on a solution for the door to the restroom at the bottom of the stairs. With the toilet out of order the problem found its own fix for today.

3. Publicity – no report

4. Communication Task force – no report. This community needs to be reformulated this fall – perhaps with input from our new minister.

5. Interim Task Force – Their job is done. Chris Bailey is working out the final details with Joe and has forwarded the current version for signing (4 copies) – Task Force work completed. Chris Bailey is also working with Ricky to get the benefit forms completed for Joe's benefits.

6. Transition Team- report from Norma- Joe has a sermon to preach on July 14 and then will be moving to Mt Pleasant the second half of July. He will spend much of August getting acquainted with us. We hope he will help plan and participate with the Board Retreat on August 10. Nana' plans to advise he provide favorite sermon or some other get acquainted service on August 11 so the congregation can meet him/see him in the pulpit sooner than September. We do understand that he will not be ready to preach the Sunday immediately after his Interim Training Aug 19-23. Form ready to register him for that training will be submitted with the registration fee by Ricky tomorrow. The Transition Team is meeting again on June 14.

7. Caring Committee - some of the transportation needed by a member for health care was provided last month by another congregant.

12. Old business – Stewardship Drive (Norma) is done except for 3 new members and one old member who have yet to pledge, Report on Garage Sale this last Friday and Saturday was a massive effort involving many people raised \$1701.00 Coat Rack (all) discussed again but purchase deferred. Vicki will find examples of options again to purchase new and look on EBay.

13. New business – 1) Fellowship life Meeting for June (all) Norma will provide the congregation

with an update on the Transitions Team activities and plans for Joe's arrival as it is known at that point.

2) New Board Tickler & Handbook- Norma collected the current handbook and will return them with updates on policy from this past year and new contact and calendar info.

3) Proposed modifications for budget report (Norma) – is very similar to changes that Ricky intends to start for next year – July 1. Quarterly reporting would be adequate, but rearranging items to provide more detail on where our expenses are going will be helpful.

4) Accounting ledger "Adjustments" (Ricky) to reduce the time and energy involved in tracking discrepancies in the checkbook Ricky shared our accountant's advice that we allot a total of \$10 per year discrepancy for or against our books – the board approved the recommendation.

5) Currently there are only 2 signers for the UUFCM check book (past and present treasurers). Given we are in situation where our prior treasurer is out of town, if our current treasurer is indisposed there would be no one with authority to access our finances. Ricky suggested a third person be authorized as a signatory. The board passed a policy that there will be three signers on UUFCM accounts composed of the current treasurer, past treasurer and every three years the president-elect will be placed on the account. A president elect will remain on the account for the three years she or he serves on the board. Laura McBride will be added to our signature cards.

6) Plans for Dawn's Send-off Tea (all) reviewed- plans from last month stand ,

7) Safety Planning Webinar, (Grace/ deferred),

8) Membership Webinar (Gisela/ deferred),

9) Weapons in places of Worship (all/ deferred)

Goodbye to Rev. Dr. Nana' Kratochvil.

Meeting Adjourned at 4 PM

The next Board Meeting will be Sunday, July 12, 2013 at 7 PM. – On the agenda will be plans for the upcoming Board Retreat and Joe's coming.

Respectfully submitted by Vicki Chessin, secretary