

## **UUCR Board Meeting September 7, 2004 – Minutes**

**Attendees:** Lillian Christman, Joyce Kirk, Scott Randolph, Peter Deschamps, Mark Howley, Karen Curnow, Sydney Wilde, Dennis Daniel, Bill Eisnaugle, Alison Eskildsen.

This report provides highlights of the discussions from the meeting. A comprehensive list of action items appears at the end of the minutes.

### **I. REPORT AND DISCUSSION: UPDATE ON OFFICE AND PERSONNEL ISSUES**

Mark identified two outstanding issues relating to office staff that the board discussed: the issue of contracts and the division of duties between Kathie and Salena. Sydney pointed out that duties relating to bookkeeping, the newsletter, or website are all being handled by Salena. Everything else is being handled by Kathie. There was also some discussion about benefits, specifically about leave time (vacation and sick leave) for part-time staff. Peter asked for a consistent time-reporting procedure. Sydney offered to discuss this with Salena and Kathie and Peter will follow-up. Finally, on personnel issues, Karen announced her withdrawal from the Personnel Committee since she was involved with the Sabbatical Committee and a regional JPD task force.

### **II. REPORT: TREASURER'S REPORT**

Peter Deschamps (Treasurer) reported that he hadn't met with the Finance Committee since June – so they had not yet seen what he was sharing with the board. Peter provided an update on the audit, including the following key points:

- Lillian has volunteered to be on our Audit Task Force of one.
- Delayed audit work until November.
- Confirmation that Peter and the Finance Committee is comfortable with the firm we have been working with – need to bring the board of trustees up to date with our plans.
- Bill questioned if we would be able to complete anything by the next fiscal meeting – to which Peter replied that he thought so – that we could have our financial statements in order by the next fiscal meeting. So that we can show what we spent the money on.
- Dennis had a concern about calling this an audit – requested that we call it a procedures review to assist us in preparing financial statements.
- Mark asked if there are any activities we could do between now and November. Peter answered that we could outline where we think we

have control and procedures weaknesses and Dennis offered to go to a non-profit online resource that provides advice and templates.

Peter also handed out the Statement of Cash Balances and Bank Reconciliation and other forms noting that these did not include capital campaign funds. The group talked about the possibility of moving more money into a money market account, possibly opening a new money market account which would serve as our reserve fund. Peter commented that we want to keep two months of operating budget in an operating fund account (which is about \$50,000) and about two months in a reserve account.

Peter also proposed that his Treasurer's Report of expenses against each budget item occur quarterly rather than monthly, to which the group agreed.

### **III. REPORT: MINISTERS' REPORT**

Sydney and Dennis reported being "on call" in August, but really actively "on call." The church has been full of energy they reported. They then ran through their report (attached), highlighting the specific activities during September. Dennis reminded the board to get their checks to him for expenses from the Board Retreat.

### **V. REPORT: DRE REPORT**

Alison brought attention to two noteworthy efforts:

- Success of kids who participated in the summer camp – went well – lot of work but fun
- Taking two seminary classes

### **VI. DISCUSSION: BOARD-HOSTED NEW MEMBER SOCIALS**

The Board discussed what the objective and structure of these events should be. Suggestions ranged from the purely social to organized exercises. The consensus was "party +" with the "+" being enough structure to help people relax and start to talk with each other. Mark will circulate guidelines. Mark will also re-send the schedule.

### **VII. DISCUSSION: COMMUNICATIONS**

Lillian suggested that Board activities be more visible by publishing communications regarding upcoming Board meetings, agendas and a summary of the minutes in the newsletter, website and bulletin board. Lillian will coordinate with John Gudgel.

The more general issue of how to coordinate all church information was discussed. The purpose being to ensure that all relevant information is made

available to members and that messaging is coordinated. There was some concern expressed that the current newsletter structure does present its contents in a purposeful and organized way. Alison volunteered to work with Salena to improve the newsletter information architecture. Also, Scott will take the issue of coordinating communication to the Leadership Council.

Scott reported that he would keep the board informed via email of issues and activities that the Leadership Council is focused on to enhance communication and board understanding of what we are doing as a congregation.

**VIII. ACTION ITEMS:**

Following are the actions listed in this report and any that were carried over from the last board meeting action items.

<b>WHO</b>	<b>WHAT</b>
Joyce	Draft some additional parameters that are not too restrictive to share with the board on special collections.
Peter	Email to Joyce details of his accounting concerns relating to special collections.
Karen	Coordinate with Dennis about a template for creating a charter for new committees.
Sydney and Peter	Draft a procedure for time reporting – consistent process needed. Sydney will ask Kathie and Salena for input and Peter will follow-up.
Scott	Will check into the process committees should use on how to handle publicity input.
Bill	Draft thank you letter form the board and presentation at Sunday service
All	Dennis requested that everyone send in their check to complete the accounting from the retreat.
Scott	Send us emails to keep us informed on issues relating to the Leadership Council.
Mark	Send out draft presentation for the September report to the congregation.
Scott and Mark	Together, Scott and Mark will handle the “hospitality committee” decision by email.
Lillian	Will coordinate with John Gudgel about publicizing Board activities.
Dennis	Check out on-line non-profit resource for advice on financial procedures and templates.
Mark	Send out guidelines on New Member Socials and re-send schedule.
Alison	Work with Salena on newsletter architecture.