

AGENDA
UUCR Board Meeting
June 6th, 2005

Attendees: Mark Howley, Lillian Christman, Dennis Daniel, Sydney Wilde, Alison Eskildsen, Bill Eisnaugle, Scott Randolph, Wilson Nichols, Maxine Jaubert, Peter Deschamps, Joyce Kirk, Karen Curnow, Nancy Simpson, Erik Landberg, Marcia Hughes-Reese, Tom Day, Kathie Pfeffer-Hahn.

Please note: A list of action items that emerged from this meeting appear at the end of these minutes.

I. Chalice Lighting & Ingathering

II. REPORT: Ministers' Report – see Ministers' report – attached.

Motion and Vote: Sydney also ran through a cost of ministry – corrected by Peter as effective July 1, not August 1. Sydney asked that this be considered for approval. Peter moved that this be accepted effective July 1st. Lillian seconded. A few board members asked for clarification about some of the numbers, specifically about when insurance rates go up – usually at the beginning of the calendar year. The insurance amounts listed on the “cost of ministry” worksheet do factor in the increased amounts for insurance that the insurance company gave Dennis. All voted in favor.

III. REPORT: RE Director Report – See attached RE report.

Alison highlighted that during the summer, RE was providing childcare during the 2nd and 4th Sundays of the month. She also reported that there had not been sufficient interest this year to hold a summer camp.

IV. Retreat Planning – Tom Day and Kathie Pfeffer-Hahn

Tom told the board that they were trying to schedule the all church retreat for the coming year, with 23 September as first choice and 30 September – 2 October as second choice. Two challenges he listed were increasing attendance (last year we only had about 30) and decreasing costs (directly linked to the first challenge). Kathie said may be good to have people making announcements that include testimonials about what they got out of prior year's retreats. Tom and Kathie said that they were trying to keep the cost at \$150 per family so it is affordable for all. Tom listed his assumptions: Lodging costs are \$700 per night (\$1400 total), food costs @ \$5 per person per meal – with 4 meals planned – 3 on Saturday and 1 on Sunday, and the ratio of adults to kids being 4 to 3.

Tom's Questions to the board: Would the board be willing to subsidize this if we don't break even?

Board members raised concerns about the activities being family-oriented, and not appealing to older members without kids. Also – some confusion about sleeping arrangements – communal bedrooms/bathrooms only?

Scott pointed out that this conversation really belongs to the Leadership Council – where we can energize the committees. Kathie added that it would be GREAT to have others involved in the planning for this retreat. Someone raised the issue of timing of the retreat also being considered. Another suggestion was to advertise in the newsletter for ideas for what can be offered during the retreat.

Another suggested that the organizers have short meetings after the summer service a couple of times during the summer to explain how the retreat would work. Tom and Kathie were encouraged to also focus on recruiting more organizers and helpers for the retreat.

Tom and Kathie thanked the board for their ideas and input.

V. REPORT: Music Director's Report

Wilson (with Maxine's assistance) ran through his report (attached). Board members asked about the results of the music survey – Wilson reported that they were still pulling together the data.

VI. REPORT: Treasurer's Report

Peter distributed the Budget Report and ran through the income and expense amounts to date, compared with budgeted amounts to date, with an overall amount difference of \$2,614. Someone pointed out that the building and grounds expense amount seemed significantly over the budgeted amount.

In support of our goal of segregation of duties (recommended by the accountant earlier this year), Peter recommended that we begin the two-party counting on Sunday morning with plate offerings, but that we keep the process of how the money gets to the bank as it is for now. Peter would like to start this July first. Peter will send out to all a copy of the cover sheet and what the process will be like.

This means that the board host and another person (minister, usher, another board member, finance committee member are preferred parties in the process, but others could be used as well) would need to count the money after each service, one person would need to copy the checks, and a cover sheet would need to be filled out that identifies actual amounts collected. The question of who signs checks came up, with a request that this be handled separately.

There was quite a bit of discussion about how non-pledge donations are handled in our accounting system and the need for more work to be done in that area.

The need for being ready for an audit came up again. Mark raised the need to report to the trustees where we are now and when we think we'll be ready for an audit, including what will happen in the upcoming year and the goal of being ready for an audit in 2006-2007. Peter reminded the group that what will get us to an audit are 2 years of financial reports. Someone raised the question of whether an audit could be done with only one year of financial reports and Peter's answer was no.

Lillian asked if the finance committee asked about whether anyone would be going for training on Church Windows and mentioned that the church in Warrenton, PA has a good reputation with their use of church windows. Peter mentioned that the training had been postponed because of mixed reviews of the training itself.

VII. New Business

Board Position - replacement Board Member and Secretary selection.

Mark asked that we all send to him any suggestions we have to replace Emily for one year of board service. Mark asked that this be sent by Friday this week (June 10th). Mark Moody was suggested.

Mark also mentioned that a secretary still needed to be identified. The group ran through the primary responsibilities of the Secretary. No one indicated willingness to step into the secretary role. The group then talked about splitting duties to make it either by time (6 months for one, 6 for the other) or splitting the roles (official correspondence secretary and minute-taking secretary). Mark asked the group to reconsider and to email him. Otherwise, the President will have to assign this role, possibly on a rotating basis.

Mark moved this leadership agenda item of clarifying who will perform the Secretary's duties and who will replace Emily to the next meeting.

GA Voting - Elections and balloting

Motion and Vote: Mark proposed that Al Carlson be put in charge of determining the ballots. Peter moved that Al Carlson be put in charge of determining how the ballots will be handled. Karen seconded and the board voted unanimously in support.

VIII. Unfinished Business

Verizon/Cox Internet Access

Mark asked Bill to coordinate with Anne Thomas to get Comcast to drop cable/conduit and sign a 3 year service deal.

JPD growth effort – Karen volunteered to be part of this effort; Mark asked for others who may want to be involved.

Board Voice: Lillian volunteered to submit a Board Voice for this coming newsletter issue.

Board Schedule: Lillian asked that everyone send her any changes to the board hosting schedule no later than June 20th.

Conclude

FOLLOW-UP/ACTION ITEMS FROM MEETING:

WHO?	WHAT?
All	Send to Mark suggested names for board member to replace Emily. Also – reconsider your willingness to act as Secretary and let Mark know. Both of these due by June 10 th .
Mark	Contact Al Carlson and ask him to handle the GA voting and balloting issues.
Bill	Coordinate with Anne Thomas to get Comcast to drop cable/conduit and sign a 3 year service deal.
All	Let Mark know if you want to be more involved in the JPD growth planning effort.
Lillian	Submit Board Voice by June 24 th .
All	Let Lillian know by June 20 th any changes needed to the Board hosting schedule.