

UUCR Board Meeting Minutes

11/04/2013

Attendees **Board Members:** Tom Day-Pres., Cecile Batchelor-VP, Keturah Collins-Sec., Paul Baumgartner-Treas., Dana Jones-Sheppard, David Newton, Mark Hamill, Caroline Ewart, Annie Simpson

Staff Members: Rev. Barbara Coeyman

Absent: no one

Call to Order The meeting was called to order by Tom at 7:05pm. Dana Jones-Sheppard was the chalice lighter, and all members checked in.

Agenda Item **Quarterly Budget Update (Paul)**

Discussion

- Last fiscal year's budget numbers were finalized at the end of September. The surplus of ~\$26K was largely due to the fact we didn't have a music director for most of last year.
- Each year we budget 95% of our total pledge amount, but contributions are always less than that. Rev. Barbara pointed out that some congregations budget only 90% of their total pledged amount for that reason.
- First quarter is what is expected, and we are actually under budget. IT expenses were a bit higher than expected due to the problems with our Internet services. It was pointed out that in spite of the additional expenditures; the email system still has glitches.

Action Rev. Barbara will continue to work with Chris to resolve the remaining issues.

Agenda Item **DLFD/RE Update (Mark)**

Discussion

- Tiger team has interviewed several candidates for the DRE position who are not a good fit. Therefore, Barbara and Mark met with Pat Haresch and Chris McCann as potential part time consultants for the development of our DLFD/RE programs (respectively) starting in January, until we can hire a person long term (which probably won't be until spring/summer). The fees are expected to be within our budget.
- The consensus was that the range should be \$20-22 per hour. Dana and Annie, from their RE teacher experience last year, expressed some reservations about Chris' track record and ability to deliver services requested by teachers in a timely and reliable manner.

Action DLFD/DRE Tiger Team and Paul and Mark and Tracey to meet with each of the potential consultants separately to negotiate expectations, way forward, and appropriate compensation.

Tom to inform Terry and Beth (personnel committee) about this process.

Agenda Item **Personnel Policies Approval (Tom)**

Discussion

- Office Closures, Confidentiality Part 2, Retirement, and Vehicle Usage draft policies were discussed. There was general agreement with the content of these policies with a caveat expressed about the Confidentiality Policy Part 2:
- It was suggested that authorization by the president or perhaps any member of the board be required to allow access to personnel files, upon explanation from the member requesting access. Routine access to this information should only be allowed to any member of the board, not to congregation members at large.
- Keturah moved, Mark seconded, that the Office Closures, Retirement, and Vehicle Usage draft policies be accepted as is, and that the Confidentiality Part 2 policy be accepted with the suggested change. The motion passed unanimously.

Action Tom will reach out to Beth with the changed wording on the Confidentiality Part 2 and let her know that the other policies have been accepted.

Agenda Item **Finance Policy Approval – Minister’s Discretionary Fund (Tom)**

Discussion Mark moved and David seconded that the draft Minister’s Discretionary Fund Policy be approved as worded. The motion passed unanimously.

Action Paul will inform the Finance Committee that it has been accepted.

Agenda Item **Safe Congregation Panel Update (Paul)**

Discussion We have now 2 men (Paul B. and Mark H.) and 3 women (Beth Lucas, Eileen Roehr, Mary Ellen Moge) willing to serve. Since these positions have to be staggered, one of the women will serve only one year, another will be 'on hold' to be activated next year, and all will receive training. JPD Regional Consultant for Life Span Spiritual Development Pat Infante will be involved in this training.

Action Paul will contact Beth to see what her expectations to serve are, and

Action Cecile will put everything in motion and request assistance from other board members as needed.

Agenda Item **Minister's Report (Rev. Barbara)**

Discussion Tom had to leave early, so Cecile chaired the rest of the meeting.

- Rev. Barbara handed out the Startup Covenant, which outlines her proposed distribution of 48 work units per month. A work unit is a 2-4 hour period in the morning, afternoon, or evening. A minister should work no more than 3 consecutive work units. Rev. Barbara noted that a sermon generally takes an hour of work to generate a minute of wording. The board found the proposed distribution of Rev. Barbara's work units to be reasonable. It was noted that the system of working in ministerial units is very helpful and enables the board to understand how the minister will be spending her time.
- Nichole's job description has been finalized and revised and includes some optional tasks. Leslie Tyson (as member of the personnel committee) will be updating the job description and distributing it and putting it on the record.
- Rev. Barbara pointed out that on a Sunday morning, the accompanist is paid three times what Nichole receives, because we agreed to pay the accompanist 'per call' even though it is generally two identical performances (so not twice the preparation). This inequality needs to be addressed some time in the near future. Rev. Barbara also noted that Nichole's tasks are extensive for a part time position.
- Samantha needs more guidance on what the calendars' content and priorities are. We will be meeting about this (Rev. Barbara, Cecile, Annie) on 11 November, and other board members are welcome to attend.
- Worship and music leadership workshop training will be held on 16 November and the board is welcome and encouraged to attend.
- Pathways to Membership class (new member orientation) will be offered on 17 November by the membership committee with Rev. Barbara's help.
- Rev. Barbara pointed out that a new person was allowed to sign the book by asking the Membership Committee Chair's permission. Rev. Barbara pointed out that this is not acceptable because there is both a ceremony and a covenant involved. An elected board member must call new members to join, it is not even a ministerial function. The Membership Committee is seeing to it that this situation doesn't happen again.
- An "In depth conversation" between Rev. Barbara and the board members who are available will be held on 24 November from 12:30-3:30 PM. We will discuss covenant, right relations, and several other topics.
- We will start the history wall on 04 January, with Cecile's artistic guidance.
- Visit by Ministerial Services Representative (Jean Smith) will be tentatively held on 04 March.

- Building Use: Rev. Barbara gave us a handout reading from Hotchkiss' book, about what is the fiduciary responsible of the boardboard.
- The wedding rental that caused chaos has not been called out about the problems they caused. There were several issues related to cleaning, a sexton, a damage deposit, and Samantha's role in rentals.
- Minister's office has new bookshelves and furniture, The board needs to be aware of it's responsibility to see that things are ready for the new minister. There is a need for better understanding of the board's fiduciary responsibility. It was suggested there be a joint meeting with the board and the facilities committee on the topic of rental responsibility and other topics.
- Rev. Barbara also pointed out that the membership book needs to be heat and water safe, and there should be a backup copy made.

Action Keturah will follow-up with Bob about revamping the rental policy and the problem with cleanup.

Cecile will contact the renters and let them know a bill is forthcoming for cleanup and running overtime.

All members will read the Hotchkiss handout from Rev. Barbara, for discussion during our December meeting as our first board education exercise.

Carolyn will see that the membership book is protected from fire and water and request that Samantha make a copy of it, if there is not one already made.

Agenda Item

Stewardship Committee (David)

Discussion Recruitment of stewardship committee chair will be handled by David. Full board approval is not required. We are having difficulty finding a volunteer to chair the stewardship committee this year, although Bill Eisnaugle has agreed to assist the chairperson.

Action All board members with submit ideas for Stewardship Committee Chair to David, who will continue to seek a leader.

Adjournment

The chalice was extinguished and the meeting was adjourned at 9:35pm.

Agenda Item Handled **Safe Congregation Panel**
Over Email

Discussion Paul made the following plans with those agreeing to serve on the Panel
Mark Hamil: Board representative
Mary Ellen Mogee: 1 year term
Paul Baumgartner: 2 year term
Eileen Roehr: Replacement for Mary Ellen for a 3 year term

Action None