

UUCR Board Meeting

Meeting Agenda and Minutes

Meeting Date: 8 July 2014
Meeting Time: 7:00 PM
Meeting Location: UUCR Board Room
Meeting Called By: Cecile Batchelor, President
Type of Meeting: Regular Board Meeting
Participants: Caroline Ewart, Annie Simpson, Casey Carros, Paul Baumgartner, Mary Moulton, Stephen Meyer, Mark Hamill, Meagan Pitluck, Rev. Barbara Coeyman
 Special attendee: Bob Howard

Excused: Cecile Batchelor

Meeting Agenda & Notes

Topics for Discussion	Led By	Time	Purpose
Chalice Lighting and Check-In	Paul	7:00	Guiding question: What spark of the universe do you bring with you this evening?
UUCR 2014-15 Board Covenant: As a member of the UUCR Board, I covenant to faithfully serve the mission and shared ministry of the congregation with responsibility and respect.			
Building Business:			
Administrator's and Minister's Offices Refresh Proposal	Bob Howard	7:15	Proposal for consideration: <ul style="list-style-type: none"> • Hardwood floors • Replace windows with insulated glass (including sanctuary) • Cover exterior brown vinyl trim • Replace printer with printer/copier business inkjet (old one becomes backup for RE, Lanier will be sold) • Shelving renewed/partitioned • Card lock, not key system • Minister's sanctuary door replaced • New office door with glass window Budget implications: <ul style="list-style-type: none"> • There are four possible sources for

			<p>funding these projects: Capital Campaign, Trillium Fund, Maintenance Reserves, and previous years' budget surpluses</p> <ul style="list-style-type: none"> The size of this project makes getting congregational approval advisable, which means waiting until the fall
Memorial Garden Build Proposal	Bob Howard	7:35	<p>Two proposals for consideration:</p> <ul style="list-style-type: none"> The Trex quote solicited by the Cares and Concerns Committee, which does not include any diagrams or professional information The less-expensive pressurized wood quote (John Welch) would need to be acted on this month <p>Budget implication:</p> <ul style="list-style-type: none"> This amount can be spent without congregational approval Meagan moved, Mark seconded, that the Facilities Committee be encouraged to obtain quality proposals for the deck by 18-July, and submit a recommendation based on quality actionable proposals so that the Board can decide via email. The motion was passed unanimously.
Accountability:			
Action Items from 2 June Meeting	Caroline	7:55	<ul style="list-style-type: none"> Annie previously obtained agreement from Connie Laurent-Roy (Social Action) that the special collection for July be Richard Speck's request for the Healthy Congregations Fund. ACTION: Annie will see that the announcement be included in the weekly order of service.
Approval of Minutes from Last Meeting	Caroline	8:00	<p>Mark moved, Casey seconded that the June Board meeting minutes be accepted. The motion was passed unanimously.</p>
Approval of Reports from staff: a) Tracey Sopp (final report) b) Samantha Jones	Caroline	8:05	<p>No questions were brought forward on these consent agenda items.</p>

Minister's Report	Rev. Barbara	8:07	<ul style="list-style-type: none"> • Rev. Barbara reminded the Board that the Startup for the DLFD will be 19-20 September. • Rev. Keith Kron will be the invited minister for 05 October. • Rev. Barbara requested a task force of 3 Board members to assess staff needs, holistically. Questions to be asked: Do we want to have a more intentional rental program? Do we want to amplify the role of the office administrator? Caroline, Paul, Mark, & Stephen volunteered. • ACTION: Rev. Barbara will start the conversation via email. • Rev. Barbara presented her contract and proposes some minor changes for the coming year. • We will discuss the lay ministry's purpose with Rev. Barbara in the near future, probably September. • Rev. Barbara brought up the details of her contract that deal with when she can take her free time, which should be a covenantal issue, not dictated by contract.
Old Business:			
Budget Correction	Casey and Paul	8:45	<p>How the budget correction will affect some of the planning for the coming year:</p> <ul style="list-style-type: none"> • We started the planning for the coming fiscal year in May, but in a different way than in previous years because the base document was not the final budget for the previous year. • The expenses are \$7,000 more than was approved, but there was also a \$4,000 surplus and a \$5,000 lower than budgeted salary for our DLFD. So we are still \$2,000 in the black overall. • The Board is now aware that there will be some overruns in salaries, because the base budget was inaccurate.

Calendar	Annie	8:55	<ul style="list-style-type: none"> Annie reminded the Board that UUCR will host the Northern Virginia Cluster meeting on Saturday, 13-September.
New Business:			
Approval of Personnel Policy Confidentiality	Caroline	9:00	The proposed personnel policy was approved with one dissention.
Board Liaison Assignments	Caroline	9:05	<p>The Board reviewed the current liaison roles and the following assignments were agreed on:</p> <ul style="list-style-type: none"> Mary requested Community Casey requested Finance Meagan requested Sunday Paul requested Fundraising Stephen requested Outreach Annie took over Infrastructure Cecile took over Policy Caroline took over Leadership Mark kept Education <p>Mark will be missing 5 meetings because of a teaching commitment. We will wait for Cecile's return to determine whether we should seek a replacement for Mark from the congregation.</p>
Extinguish the chalice and closing words	Paul	9:20	

Next Meeting: Tuesday, August 5, 2014 at 7:00 PM in the Board Room

Action Items	Person Responsible	Deadline	Completed
Begin conversation concerning holistic view of UUCR staffing needs with Caroline, Paul, Mark, & Stephen.	Rev. Barbara		
Discuss whether a replacement Board member is needed for Mark	Cecile	8-Aug	
Update Board liaison chart	Annie	8-Aug	
See to it that Samantha includes mention that the special collection for July be Richard Speck's request for the Healthy Congregations Fund.	Annie	16-Jul	
See to it that the Personnel Policy on Confidentiality be recorded/included in the book	Mary		
Communicate with the Facilities Committee that they be encouraged to obtain quality proposals for the deck by 18-July, and submit a recommendation to Annie/Cecile based on quality actionable proposals so that the Board can decide via email.	Annie	14-Jul	16-Jul

Parking Lot:

Determination as to whether or not Mark Hamill should be replaced because he will miss 5 board meetings.