

UUCR Board Meeting Minutes 05-May-2015

Meeting Date: May 5, 2015
Meeting Time: 7:00 PM
Meeting Location: UUCR Board Room
Meeting Called By: Cecile Batchelor, President
Type of Meeting: Regular Board Meeting
Participants: Cecile Batchelor, Caroline Ewart, Meagan Pitluck-Schmitt, Paul Baumgartner, Steve Meyer, Greg Ratta, Annie Simpson, Rev. Barbara Coeyman
Excused: Mary Moulton
Invitees: Bill Thomas, Henry Collins, Terry Mitchell, Craig Anderson

Meeting was called to order at 7:05 PM. After lighting the chalice and checking in with one another, the meeting started with a review of last meeting's action items.

Update on Action Items from April 7 Board Meeting

Action Items	Person Responsible	Deadline	Status
Cecile plans to attend the next Website redo committee (tonight at 7 in the board room)	Cecile Batchelor	April 8	Completed April 8
The music committee needs to submit a report to the Board on how much and how many hymnals have been purchased so far. Outline the goal and perhaps write another article for the eBlast	Meagan Pitluck-Schmitt	Report to Cecile by April 29	27 grey, 8 teal hymnals purchased; put in eBlast on April 23
Form a Tiger Team/ Task Force to develop policies about memorial services (and related topics). Steve Meyer agreed to serve on it. Cecile has requested input from other UU churches via the UU Presidents listserv.	Caroline Ewart	Caroline will inform Board at next meeting	Memorial garden draft policy statement prepared, waiting for Rev and music director to weigh in. Update to be given at June Board meeting. Form/template must be sent to Carolyn
Because of the large time difference in GA Sunday service this year, Rev Barbara will work with the worship committee to have UUCR stream the GA service a week after the event.	Rev. Barbara		Not discussed
All board members are encouraged to attend the public speaking portion of the spring worship workshop being held on May 16 from 11:00 to 12:00pm.	All Board Members	May 16	5/16 invitation to worship workshop 11 - noon.
Special collections policy needs to be clarified. Need both finance team and social action team on board. Change will be that for the second Sunday of the month (Community Sunday), all cash and designated checks will be donated to the special collection.	Rev. Barbara to work with social action	We will observe this policy this Sunday, April 12	Special collection writeup done. Policy has been implemented

Action Items	Person Responsible	Deadline	Status
Minister's Discretionary Fund needs better promotion, and Rev. Barbara will work with the Caring Circle to clarify its purpose to the congregation.	Rev. Barbara		Ongoing
The grocery cards for needy people program needs to be evaluated for continuation. Monies for this program in the past have come from the Minister's Discretionary Fund. Do we want to continue this practice or should the funds come from Social Action? Oversight and management has been done by Office Manager, and this part would continue in the future.	Rev. Barbara and Connie Laurent-Roy Annie Simpson, Liaison		Annie spoke to Connie, who is in agreement to suspend program. Issue to be revisited once office admin is hired.
We will form a Tiger Team on recruiting members of a new transition team (after the MSC has been elected at the May meeting).	Hannah Hamilton	Around May 17	No report
We will contact the District Representative for the First Universalist Church of Southold, NY that lost their church to fire to see what they most need. Depending on the feedback we may arrange for a second collection for a coming Sunday or we may provide a gift of another kind.	Rev. Barbara	May 5	Cecile reported Social Action will send \$200 gift
Steve will communicate via email on a rental question; members committed to replying so that a decision may be made by Friday.	Steve Meyer	April 9	Resolved via email
UUCR will honor the outgoing Trustees; Rev. Barbara will see to it, as service leader, that we do this on Appreciation Sunday.	Rev. Barbara	After May 17	planned for May 17 service
Cecile will include the explanation of the incorporation documents in Thursday's <i>President's Corner</i> in the eBlast, with links to the documents on our website, and encourage members to review the documents before this Sunday's forum.	Cecile Batchelor	April 9	Completed April 9
Copies of the proposed church incorporation documents will be available for participants in the forum for this Sunday.	Terry Mitchell	April 12	Completed. Revision provided May 3
The Board will continue discussion regarding the budget for proposed salary of a new Office Manager/Communications Manager. Paul Baumgartner will distribute an analysis on Wednesday to Board members for comment and action, to enable Cecile in contract negotiations. All Board members will interact via email on this topic so we can move forward with negotiations in a timely fashion.	All Board Members	Week of April 6	Discussed via email and at face to face meeting April 15

Approval of staff reports

All written staff reports were approved by consent. DLFD was provided the list of founding members as requested. DM has taken one day of vacation. Rev. Barbara submitted verbal report:

- At Interim Ministry retreat in Texas last week, Rev. Barbara received Authorized Interim Minister (AIM) status.
- Will facilitate second Missioning workshop this Sunday, and because attendance is likely to be low on Mother's Day, will record and make available on the Website
- Seeks more information about the history of our mission/vision work
- There is a need to develop a new covenant statement, vision (where we want to be), mission/purpose (how we want to walk together to reach our vision)
- Suggests we do mission work now but generate a mission statement with our new minister
- Will attend General Assembly; will inform congregation about issues/votes
- Suggests we could look into remote participation and voting
- Rev. David Pyle would like to use Reston for Healthy Congregation Meeting next spring, on 4 Saturdays, and suggests we plan other possible spring events as soon as possible.
- Suggests constitution and bylaws need major revision, which will be brought up at Annual Meeting for work in the fall.

Ministerial Search Committee (MSC) Update

- More than 30 were contacted on short list; 9 indicated they are willing to serve
- Paul Baumgartner (9th candidate) decided to let others have the opportunity since he has previously served on an MSC
- At Annual Meeting, we will ask the Congregation to vote support of a slate of 8 people.

Treasurer's Report

- Pledge income is at higher levels than we've ever experience
- Rental income continues to be significantly lower than budgeted
- Expenses are \$382,500 vs. the expected \$378,000.
- Paul moved and Carolyn seconded to authorize bank accounts signature changes (per email from Paul). No discussion, approved without objection.

Budget for 2015-16

- Because pledge drive was \$12,500 less than we had hoped, budget increase requests must be rolled back to present levels; cuts to Music, LFD, and committee programs removed requested increases, but includes increase for accompanist over current budget.
- Finance Committee put forward a budget that is \$2K in the red. \$254, 476 pledged; the proposed budget is based on an anticipated total income of \$442,085; this is a budgeted income/loss of \$2,013.
- We are saving money from the budget by not yet hiring an office administrator.
- Budget also assumes office admin will not qualify for pension contributions in 2015.
- We are not funding maintenance account at previously recommended level needed; the alternative is to cut programs more.
- Mulch and furnace replacement need to be paid in July; therefore it was decided to transfer funds from operating reserve to maintenance reserve to do this.
- If Leadership Committee requests scholarships next year, it could possibly be drawn from board discretionary line item.
- Motion to accept "red budget," because the \$2,000 deficit budget is not forbidden by our constitution, was made by Paul, seconded by Steve Meyer, and unanimously approved.

Incorporation Committee Report

- Carolyn moved, Meagan seconded that Trustees be directed to sign and submit, contingent on congregation approval, incorporation documents with the State. It was unanimously approved.
- State of VA will review articles. Trustees' term ends once certificate is returned by State and other actions take effect.
- Additional changes to the Constitution that were suggested by Lawyer Dean Wanderer were reviewed. Annie moved, Steve seconded that the additional changes be accepted and submitted to the Congregation for vote on May 17th. The motion was unanimously approved.
- Terry reported that the costs for incorporation were approximately \$2,000 less than expected (approximately \$500 total).
- The Board thanked the Incorporation Tiger Team for its efforts.

Preparation for May 17 Annual Meeting

- Ballots, budget 2-pager, and related documents for Annual Meeting will be printed at Kinko's on Thursday because printer is down
- Caroline will help with mailing Thursday AM
- Cecile will post e-versions of all documents and include link and instructions in eBlast
- Both budget and constitutional amendment documents will be ready Wednesday
- 10 copies of full budget will be made available at Annual Meeting.

Meeting adjourned at 9:04 PM.

Next Meeting: Tuesday, June 2, 2014 at 7:00 PM in the Board Room

Action Items	Person Responsible	Deadline	Completed
Minister's Discretionary Fund needs better promotion; work with the Caring Circle to clarify its purpose to the congregation.	Rev. Barbara	ongoing	
UUCR will honor the outgoing Trustees	Rev. Barbara	May 17	
Provide Rev. Barbara with more information about the history of UUCR's missioning/visioning work	All who know it	May 12	
Print Annual Meeting mailing documents at Kinko's	Cecile and Caroline	May 7	
Stuff and mail Annual Meeting documents	Caroline	May 7	
Have 10 copies of full proposed budget available at Annual Meeting	Paul	May 17	

Parking Lot / Recommendations:

- Re-visit grocery card program once new Office Administrator is hired.
- Form a Tiger Team on recruiting members of a new transition team (after the MSC has been elected at the May meeting).
- Determine if any congregants are attending GA and if not, do we want to pay for remote access and participation.
- Review/revision of Constitution, including the creation of a method for regular revision and update.