

UUCR Board Meeting Minutes
Tuesday, September 12, 2017; 6:30 – 8:30 pm
The Olin Room in UUCR

- I. Chalice Lighting** – Everyone recited the Chalice Lighting 6:30 pm
- II. Call to Order**
- III. Guest Speakers** - Lynn Yates, SMC representative was present
- IV. Approval of August Board Meeting minutes. (5 min)**
 - a. Section 5, B. Cy Dillion second to the motion.
 - b. Statement of Conscience Megan Brauch should resolve.
 - c. Page 3, C. spelling eye soar to eyesore
 - d. Recording of the deliberation should be removed from minutes. Points can be recorded, motions, and who motions and second should be required. This will streamline minutes. Minutes could be a two-page summary.
 - e. Jeannie Berger offers first motion to approve with above revisions. Laura Latham second the motion. No one opposed. All in favor. Motion passed.
- V. Approval of Board meeting agenda**
- VI. Recommended Motion/s for consideration (10 min)**
 - a. Serve Pro quote for making all fabric curtains on stage fire retardant per Fire Marshall. Request motion to approve On Site Fire cleaning and application at cost of \$894.26. If approved the Administrator will call to set up a day for them to come to UUCR prior to 9/28/2017 when the Fire Marshall will revisit UUCR.
 - b. Discussed the two options. The risk of UUCR members on ladders and personally taking the curtains could be problematic. Consensus was not to remove them.
 - c. Cost that was not expected how does this affect other building enhancement needs? Expectations of the cost was three times this cost. The cost is reasonable. UUCR has committed to making the place as safe as possible so we need to update.
 - d. Jeannie Berger moves to accept the Servpro quote of \$894.26. Clair English seconds the motion. No one opposed. All in favor. Motion passed.

VII. Unfinished Business

- a. **Fire Marshall visit to UUCR on 8/28/17.**
- b. Incomplete Tasks that must be completed by 9/28. Goal to have done by 9/18 for review to ensure we have completed all necessary items. Mark off the area around the power panel box to avoid any blocking of the power panel in the future.
- c. **Stewardship Update (15 min) 6:45 pm**
 1. Suggestion to wait several months meaning after January or February to offer the raising of funds and some persons may match. Listing several tasks specifically where funds would support. It was also suggested that a Holiday program instead of new year program could give persons' tax benefits. Reminders that these funds go to new items not the deficient.
 2. Households that have fallen thru the cracks, have a letter written that welcomes families stating they can pledge to stewardship campaign. Welcome letter would now be included as standard practice to members. List given to Board and Connections team on regular basis on who has been added. The follow up to the letter could be a job for President-Elect.
 3. Positive note is the pledge cards have been given to Finance and pledges are being increased by some. There is a \$15,000 pledge income shortfall right now which is @ 20 families.
- d. **STBE task force update to include approved jobs to be done or have been completed:**
 1. Front and Back door issues have been resolved. The front doors now can be unlocked from the outside but it will go back to lock position automatically. The only way to unlock the front doors is from pushing in the bar from the inside of the building.
 2. UUCR Priority List

VIII. New Business (15 min) 7:10 pm

- a. Auction Info/Updates from Sheri Bernath
 1. There is a need for dinners as auction items.
 2. There is a need for set up on Saturday morning at 10 am in prep for the event on Oct 14th.

- b. Playground area updates are that Alan Moore, DLFD and Megan Brauch as Administrator will collect quotes on several options that UUCR will have regarding removal and or keeping it but upgrading the playground making it to code.
 - 1. Many comments from persons that the playground look horrible. There is interest in making that space outdoor educational space for classes, Amphitheatre maybe, or a place that adults could use.
- c. Brown's Sealing and Striping quote to fix cracks in parking lot and reseal it to include lines and parking signs is \$3,007.60. This is discounted from \$3,719.20 due to being nonprofit.
 - 1. Planning in future to have this completed. Possibly come from the Christmas fund.
- d. UUCR main floor and second floor blue prints from Moorman Robertson. Alan Moore, DLFD will be making emergency plans for each room using these blueprints.
- e. Policy Governance - Sheri Bernath, Jeannie Berger, and Lynn Yates. 7:20 pm
 - 1. Draft policy submitted to the board for review with request for written comments within the next 3 weeks.
 - 2. Significance shift. Policy doesn't require congregational vote but bi-laws do and some discussions should be had in a town hall meeting for bi-laws.
 - 3. Goal is to approve policy at the October Board meeting.
 - 4. When policies are in place bi-laws will change and the congregation will vote and then the Bi-Laws will be updated.
 - 5. Requested a draft chart for the Leadership event on 9/30/17. Submit a week before for speakers review prior to the event.
 - 6. So, good that it is slimmed down, simple, and easy to understand.

IX. Board Reports (approve by consensus unless otherwise requested)

a. SMC (10 min) Lynn Yates in attendance 7:30 pm

- 1. Ester Johnson is the last member to fill the SMC making a total of 6 members.
- 2. Town hall will be on Oct 8, 2017 with resubmitted questions and answers that will be directly after the service. Total of 30 minutes for Town hall.
- 3. Would like Alan Moore representing RE but Alan is off that Sunday therefore Laura Latham can represent RE. A representative from Action

Advocates, maybe Bob Egbert to discuss events from Charlottesville. Carl Reed to represent finance, and Spike Harrison to represent RE teachers.

b. Minister, RevAlex (15 min) 7:40 pm

1. Jennifer Owen-O'Quill will facilitate for 9/30/17 Board Retreat. Payment will come from Board Training and Future Ministries budget lines. Wanted an enthusiastic speaker come to UUCR with great attributes.
2. SMC, Alan Moore, Kerry Morgiewicz, and Megan Brauch will be included in the Leadership Training should they want to attend.
3. 267 households listed on the PDF entered Power Church. All items listed on #4 should be cross referenced. Logistics of getting all into PowerChurch need to be designed. Nancy Brattain, Chair of Connections Team, Megan Brauch as Administrator, and RevAlex help with logistics. Laura Latham will help with have Power Church knowledge. Once information is compiled Laura Latham volunteered to help. Training webinars need to be set up.
4. Would like board to be sensitive to staff burn out esp. for DLFD and Admin.

c. V.P. Finance, Carl Reed - Finance (10 min) 7:55pm

1. Operating budget for FY 2018 is \$272,500. Pledge income remains \$15,000 short of the amount budgeted, despite an additional \$4,000 received in August.
2. No extra income but extra expenses like bathroom upgrade, painting, and doors. These are being charged to the Maintenance account # 5202 expense line for time being. When money is given from the Seven-Principles fund it will be applied to these expenses. Hopefully by November/December 2017.
3. Total cost of Karen Hager's LFD consultancy came to \$10,167 with final bill paid in August. This consultant service used to come from UUA but now we must pay out of pocket.
4. Would like to find a Treasurer to perform finance tasks. Noted that Joanne Derryberry and Carl Reed have provided financial oversight for 20 years total – Joanne for the last 10 years, and Carl the 10 years before that and for the last 18 months.
5. Possible idea of hiring small accountant firm to handle some finance tasks. A meeting is scheduled with Foti, Flynn, Lowen & Co.

d. Personnel – deferred

e. DLF, Alan Moore (10 min) 8:10 pm

1. There were 31 kids in attendance last Sunday and there are 25 teacher volunteers. Great work that Alan has accomplished.
2. Created evacuation plans with maps for the classrooms on second floor.
3. Working to create a downstairs plan.
4. Nursery will need an adult to volunteer or a pool of volunteers to rotate. State Law requires at least one adult in the room.
5. Youth want to change the meeting time to Sunday evenings. Youth group will be from 5-7 pm for students only along with 2 adult advisors at all time.
6. UUA Liberal Religious Educator credentialing program not only strengthens DLF position but also the Church credentials. This will be a 2-3-year minimum standard to be able to complete the credentialing. As Alan achieves these credentials it would be an increase of pay and the Board should keep this in mind for budget planning.

f. Congregational Administrator, Megan Brauch – deferred.

g. The Green Team- deferred

X. Action Items (10 min) 8:15 pm

a. Spike Harrison –

1. Continue emphasizing work on the challenge grant and formed committee.

b. Megan Brauch –

1. Keys to the building for Claire English and James Rosar.
2. Have the power box area clearly marked to avoid blockage in future.
3. Get Bi-Laws to James Rosar and anyone else who wants a current copy.
4. Work on powerchurch directory to match visitor/member books, and UUA.

c. RevAlex –

1. Finish 2017-2018 calendar done
2. Website updates with Sheri Bernath
3. Nancy Brattain, Megan Brauch, and RevAlex meet for logistics on directory
4. Michael Gettings and Cy Dillon stewardship follow up letters, etc.
5. Installation this coming Sunday to include readings for the Board.

d. Claire English-

1. Research other programs in congregations on affirmation on adults and children programs

e. Jeannie Berger -

1. Work on chart for policies and bi-laws and submit prior to Board Retreat.

f. Alan Moore -

1. Starting a children's offering where teachers have an envelope. Will come up with other ideas such as donating books, etc.
2. Possible idea of children earning merit badges

XI. Upcoming dates

a. Leadership Training at UUCR on September 30th.

1. Agenda – All agrees to the below.

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| a. | 8:30 am | Breakfast |
| b. | 9 am | Ingathering
Board Tasks last two years
Jennifer Remembers – D.D.T.'s |
| c. | 10 am | Setting '17-'18 Board goals (Break Out Groups) |
| d. | 11:30 am | Effective Board Practices
Consent agenda
Timed agenda
Goal setting |
| e. | 12:15-1:15 pm | Lunch |
| f. | 1:15 pm | Five Year Goals |
| g. | 2:15 pm | Closing circle |

b. Fall Auction, October 14

XII. Adjourn - 8:23 pm Jeannie Berger moves to adjourn and Spike Harrison second. Motion passed. No opposed.

XIII. Executive Meeting – deferred