

Minutes of Board of Directors Tuesday October 11, 2016

Present:

Jean Pierce, President
Debbie Leoni, 1st VP
Nancy Christensen, 2nd VP
Pat Vary, Secretary
Bob Swanson, Treasurer
David Moore, Director
Gail Tattersfield, Director
Lindsay Bates, Senior Minister, ex officio
Scott Talbot Lewis, Assistant Minister, ex officio
Christine Imielski, Congregational Administrator, ex officio
Emily Plass, ex officio
Tyler Saam, ex officio

Absent:

Kathy Cornell, Director
-- Director

Others Present:

Jeff Stibal
Lisa Rittenberry—administrative assistant
George Tattersfield
Hal Schulman
Sam Atac

Board Member Check in

Regular Reports: To save time all reports are accepted with one motion unless a board member requests a separate discussion

Prior Meeting Minutes (Secretary)
Finance (Treasurer)
Councils (VPs)
Sr. Minister
Asst. Minister
Congregational Administrator

Bob Swanson moved to accept all reports, Pat Vary seconded, and motion passed.

Opening Meditation/Reflection: Rev. Scott Talbot Lewis
(November: Kathy; December: Nancy)

Personnel Committee: George Tattersfield presented a revised outline of the UUSG Personnel Performance Discussion Form from the Personnel Committee. The form's purpose is to present guidelines for both supervisor and employee to discuss performance and address any concerns either one has. Each person will fill out the form, have a conversation, set priorities for the next period, then they will write a summary, which each will sign. There was general discussion to clarify the process and include a follow-up. Gail Tattersfield moved that the

Personnel committee and Lindsay and Jean should now take the suggestions, finalize the form and decide on how often the process should be followed. (The general Board consensus) was yearly. Nancy Christensen seconded and all voted yes.

Board Director position--There was a discussion of the portfolio of the vacant Board Director position as well as bringing younger people on the Board to be more reflective of the congregation. One name had been submitted beforehand, but would be unable to start until January. It was the consensus that the position should be filled as soon as possible. Several names were suggested to give to the Nominating Committee to contact. All will be considered in the Spring for new Board positions.

Telephone system replacement: Jeff Stibal presented quotes for replacing the present failed telephone system. He presented quotes from Nova Communications: a replacement system that will furnish 8 phones for extension, 2 phone numbers and 3 lines in the building. It furnishes the same service and connections as the old system, for a one-time \$4489 installation plus monthly use charges similar to the present. The other quote was from Ring Central to provide an internet service that would require \$3156/year. After some discussion whether another quote should be solicited, Dave Moore moved to go with Nova Communications, Pat V. seconded, and the motion passed unanimously.

Facilities Chair: Daily management of our facilities has been done for the last few months by Lisa Rittenberry, but this has greatly interfered with her ability to assist Christine Imielski in the office, especially now that summer is over, and Christine is finding the full extent of her responsibilities. Repairs on our old building are almost daily. Recent problems include a broken sink, radon inspections, library fixtures that needed painting, and Rev. Lindsay's ceiling fan throwing glass. Discussion of possible solutions included time involved, a possible intern, or increasing Lisa Rittenberry's hours. Lisa has been spending over 5 hours/week on maintenance. She has experience in managing maintenance and is willing to increase her hours. The finance team was asked to report in November about whether the budget could accommodate paying for an increase in Lisa's hours.

Leadership Development: Debbie Leoni is stepping down from the Leadership Development committee. Rev. Scott will be the liaison while waiting for a recommendation from the Leadership Team after their meeting on Oct. 18.

Goals: President Jean Pierce reviewed the Board's Goals for this next year. Initiation of building expansion awaits a balanced budget and increase in church membership. The Auction, on Nov. 5th should help our budget this year. The development and activities of the new Stewardship Committee is a positive initiative that should build toward our goals.

The Board discussed creating a database for the Time and Talent Surveys, and possibly giving people another chance to fill them out, so that the Board and Council would be able to call on member's talents, whether it is wielding a hammer, maintaining our landscape, playing an instrument, doing art projects with our youth, or welcoming newcomers.

3rd Street Sign

Tom Lichtenheld designed a possible church sign to place on the 3rd Street property letting people know about our church. Several suggestions were made and it was decided to review them on email to decide. Once the Board decides, Facilities will look at city sign ordinances and see where we fit in the rules.

Facilities Team - gutter proposal. Tom Lichtenheld reported that 4 feet of the old gutters were removed to check the fascia, and that it was found to be rotten. He is awaiting a revised quote from Oury Exteriors on replacing the gutters and fascia.

Comments by UUSG Members and Friends: Hal Schulman was present for the meeting and was concerned that the new guidelines for input from the congregation at Board meetings is too restrictive. A discussion of how to best get input in a welcoming way from non-Board members was deferred until November.

There being no new business the meeting was adjourned at 8:52 pm.

Submitted by Pat Vary, Board Secretary.

Next Board Blog –

November?

December?

January: Gail Tattersfield,

May: Bob Swanson.

SHORT MINUTES

1. A revised UUSG Personnel Performance Discussion Form was presented by the Personnel Committee and will be finalized next month after Board input.
2. There is a Board Director position available, and several names were suggested for the Nominating Committee to contact.
3. The old telephone system has failed. A new system to be installed by Nova Communications was approved by the Board for a one-time installation of \$4489 plus monthly usage similar to past expenses.
4. A small church sign to go onto the 3rd Street property has been designed by Tom Lichtenheld. Facilities will check into the city sign ordinances.
5. Rotten fascia as well as gutters will have to be replaced on the building.