

UUTC Board Meeting Minutes
Wednesday, August 19th, 2015
6:30pm

Present: Peg Hall, Susan Slocum, Dave Roberts, Ben Potter, Karla Maar, Rev. Dr. Paula Gable, Ed Carroll, and Peter Mockridge
Excused: Gary Kendrick

Paula provided the Opening Words.
Peg called the meeting to order at 6:30pm.

Approval of the Minutes from July:

Susan reported the minutes were sent out by email the previous Thursday. Ben made the motion to approve. Karla seconded and the motion passed.

Email Votes between Meetings:

- August 7th: Approved Property Committee Chair, Betty Kendrick and members, Randy Hoover and Jim Hardy with 1 abstention.
- August 13: Approved \$480 for capital expenditures for the classrooms, study, and sanctuary doors (\$440 for children's tables and chairs and \$40 for remaining paint costs.)
- Correspondence: Verification copy of the Policy Manual has been received from AdCom with June updates. Susan will distribute.

Check-In always keeps us real.

Minister's Report: Paula

Paula distributed her written report and will send electronic to Susan. Discussion centered on outlined needs for Staffing, Space, and Spending as preparation for growth. Consensus was that a Task Force should be formed ASAP on Space and Esthetics.

Treasurer's Report: Dave

- July Report: Income below expectation, possibly due to late Vanco changeover to new fiscal year.
- Meeting with Mary Scott on budget / bookkeeping changed to Sept. 19th.
- Warm and Dry Report had been emailed. It will remain open until the insulation is done. Summary with Energy Usage Report will be published in the upcoming newsletter.
- ACS On Demand progress report had been emailed to us. Dave answered questions on security and the church calender.

Committee on Administration: Peter

Peter reported on the maintenance system, storage and winter review of the Policy Manual.

Property Committee Report: Peg

A draft of Recommended Changes to Policy Manual and Rent and Facility Use documents had been received by email. A summary of these and other requests from Ministry received today. **Motion was made by Dave to accept the changes in concept.** Ben seconded and the motion passed. Susan will forward to AdCom for parsing and word smithing. Board will verify upon return.

Finance Committee Report: Ed

Finance Committee met today. No July meeting.

- Year End reported income close to budget. July slow start elicited some concern about the year.

- Leadership Training and CRE over percentage already. Consider for additional funding.
- ACS Software purchase concerned the Committee. Recommended Finance Committee analysis of such significant investments first.
- Electronic giving should be emphasized and publicized.
- AmazonSmile program for non-profits participation is recommended. Dave made the motion that we register UUTC with AmazonSmile. Karla seconded and the motion passed.

Additional Finance Item/New Business: Peg

Current Financial Policy: Single expenditures over \$100 and 10% of budget require Board approval. General Administration requests a variation. **Dave made the motion to increase the ceiling to \$300 without Board Approval for General Administration.** Ben seconded and the motion passed.

Old Business: Dave

- Emergency Light: Not fixed yet, may be changed to LED
- Classroom furniture: see email vote, fixed assets with 3 year depreciation
- Door Security: Two companies were contacted for bids on door security. American Eagle was much lower and included front door magnetic lock and keypad system with change to rear always lock. Dave made the motion to approve \$1886 for American Eagle front and rear door security changes. Extent of re-keying to be determined. The motion was seconded and passed. Dave will notify Ed/ Finance Committee.

New Business:

- Purchase of ACS Accounts Payable Module: Dave made the motion to approve \$150 for purchase and \$36 per month for this module. Wayne seconded. This will enable electronic issue of 1099's to all vendors and electronic payments. Sue Gervais uses in other position. The motion passed.
- Voice mail on church phone: Decision postponed to allow time to evaluate 2nd phone line for minister's office. Track phone reception varies. Paula will study options with Mark.
- Minister's Discretionary Fund Donations: **Karla made the motion to exclude these donations from the Board Approval Requirement Policy.** Dave seconded. He and Paula will work out appropriate reporting on amounts and activity to the Board. The motion passed.
- Nursery Staffing: Still seeking Personnel Team volunteers. Policy needs to be established soon for fall hire(s.) Dave suggested "minimum of one adult per classroom and appropriate additional staffing." Discussion included defining the nursery as a classroom or not, UUA recommendations, use of volunteers. Decision was postponed. Paula was charged to meet with Heather and formulate a recommendation by the next Board Meeting.
- Nursery Room Door: Dave reminded us that our insurance agent has mentioned nursery and classrooms should be viewable. Options are window in door, half door, half curtains. Paula was tasked with coordination of compliance with CRE and Building Team before the next Board meeting.
- Approval of Jazz Pianist Concert: Dave made the motion to approve. Karla seconded. The artist is a friend of Emily Atkinson who will assist with outreach via social network. Building use fits new policy. Motion passed. If the date is September 22nd, it will require moving the Board meeting. Susan will check with RK on whole issue of Board Meeting posting and room scheduling once date is known.
- Square for accepting credit card payments: Dave made the motion that we purchase a best available credit card reader for under \$100 ASAP. Karla seconded. This will be very helpful for event registrations such as the jazz concert. The motion passed.
- GA reports from delegates: Tasked Paula to consult with ARE and delegates for program.
- Start-up Retreat: tasked Peg to email Kathy McGowan regarding firming up the schedule ASAP.
- Action List: Paula asked for ASAP. See following minutes.

Motion to adjourn at 8:50pm made, seconded, and hailed by all.

Respectfully submitted

Susan Slocum
Secretary
9/19/2015

August 19th. UUTC Board Meeting Action List

Susan

- _____ Forward Verification Copy of Policy Manual to Board Members Done
- _____ Send Property Proposed Policy Changes to AdCom Done
- _____ Send verified copy back to AdCom and to RK Before 9/22
- _____ Check UUTC Calendar Dates for Board Meetings :(Done
- _____ Coordinate and book best space use for Smart Recovery and Board for that date Before 9/22

Paula

- _____ Send Susan electronic version of Minister's Report Done
- _____ Talk to Mark Allison about direct phone line for minister's office Before 9/22
- _____ Formulate Classroom and Nursery Staffing Policy recommendation with Heather Before 9/22
- _____ Coordinate nursery door change and placement of lower half hallway curtains in Classroom with CRE and Building Team
- _____ Confirm date for jazz pianist concert ASAP
- _____ Consult with ARE and GA delegates on presenting an Informational Program on last and next GA Before 9/22

Peg

- _____ Contact Kathy McGowan to firm up plans and schedule for Start-Up Retreat ASAP

Dave

- _____ Register UUTC with Amazon.Smile and plan publicity All ASAP
- _____ Schedule American Eagle to change rear door locks to Stay Lock, Front doors to Magnetic Release with a keypad and evaluate rekey of back doors. Notify Ed Carroll of this expense
- _____ Purchase ACS Accounts Payable Software. Notify Ed Carroll of expense.
- _____ Purchase Square credit card reader for less than \$100

