

UUTC Board Meeting Minutes
September 23, 2015
6:30pm

Present: Peg Hall, Gary Kendrick, Dave Roberts, Susan Slocum, Ben Potter, Karla Maar, Wayne Smith, Rev. Paula Gable and Ed Carroll.

Minutes of the August meeting were approved.

Entered into the record: Approval of new Nursery Staffing Policy by email.

There shall be a minimum of 1 adult and 1 teen or other adult employee or volunteer in the Nursery at all times. CRE will coordinate qualified adult volunteers as needed to maintain appropriate ratio for infant care.

Leadership Tips for Board Meetings were outlined for consideration and/or action including:.

A Board Covenant

Publishing the agenda a week before the meetings

Providing Q & A opp after decisions

Publishing the Treasurer's Report each month

Minister's Report was presented and reviewed. See attached.

Treasurer's Report was presented and reviewed. See attached.

Finance Committee Report was presented verbally with written report to follow.

Motion was approved that an audit by a CPA be done less than every 5 years.

Motion was approved that an audit by a CPA should be included in the 2016-2017 recommended budget and undertaken early in that fiscal year.

Old Business

Administrative decision made that minister will continue to use track phone for direct calls and messages.

Motion was approved to authorize up to \$500 for 4 additional white cupboards for the classroom.

Motion was approved to reimburse the minister up to \$500 for cost of office bookcase and file cabinet.

New Business

Motion was approved to reschedule the UUTC Mountain Retreat to the spring.

After cost and workload analysis and much discussion, the motion to increase the Administrative Assistant's hours to 40 as soon as RK is available passed. Personnel Team will be tasked with exploration of benefits and salary status.

Treasurer and Minister were authorized to begin necessary background checks through ACS Safeguard at a cost of approx \$20 per inquiry.

Motion passed to exclude employee direct deposits from the Treasurer's signing limit.

Meeting adjourned at 8:28pm.

Respectfully submitted,
Susan Slocum
Secretary