

2.23.2016 UUTC Board Meeting Minutes

6:30pm

Present: Peg Hall, Gary Kendrick, Dave Roberts, Susan Slocum, Karla Maar, Ben Potter, Wayne Smith Rev. Paul Gable and Ed Carroll, Finance Chair, for his report and Board's vote on Restricted Reserve Fund amount. RK Young present for Building Use Task Force Report.

Call to order made by Peg Hall.

Opening Words given by Rev. Paula.

The Corrected January Meeting Minutes were approved with wording change within Property Conditions of Use: Board will review all contracts, not, all applications and contracts.

Email vote was declared passed: To establish a separate checking account for the use of the Settled Minister Search Task Force with an opening amount of \$1000. Signatories to be the Treasurer of the Settled Minister Task Force and the UUTC Treasurer (for purposes of transferring funds and emergency backup.) The account transactions are to be confidential from all outside the Search Task Force.

Correspondence: UUTC Policy Manual in red and in numbered line black text of all Board updates since October 9, 2014 received from AdCom in preparation for AdCom review.

Question on Agenda - Building Use Fees and Policy:

Policy passed and procedures approved in concept at last meeting. Current list of fees was distributed earlier to the Board. Procedures enable Minister and Administrator to set and adjust fees and inform Board for approval. Accepted by consensus.

Minister's Report was distributed by email that day.

Portions and priorities to be published or linked in the newsletter.

Treasurer's Report was distributed earlier by email.

Additional information: Our insurance deductible will be increased to \$5000 with Church Mutual. Comparison search to be done by Finance Committee prior to next renewal. Annual payment will be made to avoid finance charges.

Finance:

Verbal report included items from January and informal February meeting (no quorum.). Electronic document to follow. Financial Management Procedures will be ready for March Board Meeting. Budget Request Forms will be distributed ASAP.

Old Business:

Restricted Reserve Fund amount: Fund has been created. Approved Policy to maintain 2-4 months of original annual budget amount in this fund. Agreement and signatures of Board Chairperson and Chair of Finance required for transfer of funds.

New Business:

Building Use Task Force Report:

RK Young presented the findings, recommendations and estimates available to date. PDF will be provided. Timing and type of funding to be determined around/within the Stewardship campaign.

Procedure for calling a minister: Three procedural options for selecting and electing the Search Task Force were distributed by email 2.23.2016. Current By-Law related to calling a new minister included for review and possible change at 2016 Annual Meeting in May.

Funding of Minister's Discretionary Fund:

Dave reported on survey of other congregations; one third specific collection, one third line item plus a collection, one third all collection plate cash. Our last one month collection totaled \$2500. Consensus: to continue one month collections and make special calls if needed.

Stewardship:

Special letters going out immediately and two fund raisers in the works, art show and service auction.

Second Year of Interim:

Paula mentioned a concern about second year of Interim. Will be consulting with Keith Kron of Transitions office.

Executive Session:

Declared at 9:00pm

Ended at 9:08pm

Respectfully submitted

Susan Slocum

Secretary

03.16.2016