

UUTC Board of Trustees Meeting Minutes
March 23, 2016 6:30pm

Present: President Peg Hall, Vice President Gary Kendrick, Treasurer Dave Roberts, Secretary Susan Slocum, At-Large Karla Maar, Ben Potter, and Wayne Smith, Rev. Dr. Paula Gable, and Bruce Kirkman for the Finance Committee Report.

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

The February meeting minutes were approved.

Email Votes: on 3/02/2016 Vote passed on reallocation of \$525 approved for purchase of classroom cabinets to cost of cleaning carpets throughout the building.

Minister's Report was distributed by email. Additional information: David Warinner has a Vision, Mission Task Force in place, has met with the Advisory Council and consulted Settled Minister Search Task Force, and expects to have statements ready for the Settled Search. RK spent a great deal of time on 2016-2017 team and admin budget submissions. Standardized form and start date recommended.

The Treasurer's Report was accepted. Additional information. Vanco update includes a Minister's Discretionary Fund donate box.

Committee on Administration Report: Committee Review of Policy Manual with changes in red text was distributed by email. One typo was noted in line 71. Document was approved with this notation.

Finance Committee Report: Bruce Kirkman presented the verbal and written report.

- More time is needed for requested written Financial Management Procedures.
- The budget shortfall will be greater than anticipated. Recommendations are to reduce some expenses during this fiscal year and find a way to increase funds available.
- Recommended Board approval of application for a line of credit in the amount of \$100,000 to be activated based on specified conditions.
- Recommended Board initiate two standing policies: 1)Any contract or commitment(such as Interim or Settled Minister's contract) be evaluated by the Finance Committee for financial implication before the commitment, 2)report of the status of the budget to the congregation immediately after the 6 month point of the fiscal year.
- Zero based 2016-2017 Budget process underway. Budget to be presented to the Board as early in April as possible. Noted Annual Meeting date of May 22 will require congregational notice by May 7th.

Votes on budget reductions and on Line of Credit later in the meeting. Gary favors special appeals for funding of specific items in 2016-2017.

Stewardship Report: Pledges have increased significantly. Forty one pledges are in. Thanks you's have been done to all. Announced April 3rd Stewardship Sunday Service and April 16th Stewardship Celebration. Suggested team budget of \$1500 -1800 to be submitted. Gary will discuss desired publicity and process of monthly SAC giving with Sue Null and Joan Lemire.

Old Business

Line of Credit: Approved application for a line of credit in the amount of \$100,000 for use according to Finance Committee recommendations:

-Treasurer would initiate a written request to borrow money when needed to pay bills(when

Unrestricted Cash on Hand is depleted.)

- Treasurer would send request to the Finance Committee Chair who would concur if warranted.
- The request would be sent to the Board for approval.
- Once approved, money would be borrowed from the Line of Credit.
- The money would be paid back as soon as practicable, typically over 36 months or sooner. The amount to be paid would be included in budget for the following year(s.)

Safe Congregation Training with St. Phillips: Peg reported the training can be done online. More information including cost needed from diocese.

Policy for Boundary Violation/Abuse: no update yet.

New Business:

Funding for Minister's Discretionary Fund: Fund is low. Consider special collection after Stewardship campaign.

Expenditures over 10% of the Budget: Agreed all expenditures though extraordinary must be counted. Over 10% Board authorized point will be reached late May or early June. Congregational approval will be requested to continue operating in June out of cash on hand. Members will be notified in writing of this and other votes in documents provided appropriately ahead of the Annual Meeting.

Making New Construction Green: Discussion moved to next month. UUA Green Sanctuary Certification under consideration.

Nominations for SUULE 2016: Carol Moore and Gary Kendrick were approved for nomination. UUTC Funding will be 1/2 of total for two, \$1615. Deposits totaling \$400 for two due with nominations.

2015-2016 Budget Reductions: Approved implementation of recommended cuts by Treasurer where possible.

Delegates for GA: Past delegates, Sue Null and Virginia MacDonald are willing to serve. Susan will write a newsletter notice seeking others for a maximum of four. Reports on GA experiences will be requested.

Proposed By-Law Change for Vote on Calling a New Minister: More research on quorum and percentage of those voting will be done and consultation with the Settled Search Task Force and MSR before an email vote.

Meeting was adjourned at 8:55pm.

Susan Slocum
Secretary of the Board of Trustees