

UUTC Board Meeting Minutes  
May 24, 2016 @ 6:30pm

Present: President Peg Hall, Treasurer Dave Roberts, Secretary Susan Slocum, Members At Large: Karla Maar, Ben Potter, and Wayne Smith, Rev. Dr. Paula Gable, and Finance Chair Ed Carroll.  
Excused: President Elect Gary Kendrick.

We began Check-In with gifts and treats provided by Peg.  
Peg called the meeting to order. Paula provided opening words.

The draft of the April Meeting Minutes was distributed by email prior to the Finance Committee meeting. The Minutes were approved. Email votes since that meeting follow:

5/15 Approved authorization for Interim Search Team to negotiate a possible reduced number of hours as mentioned during interview.

5/14 Approved recommended Interim Minister candidate, Cynthia Prescott, for start date of August 1, 2016.

5/10 Approved policy statement: The scheduling of space for any purpose can be done only by the Administrator.

4/27 Approved statement from Board on HB2 for publication in Transylvania Times.

4/27 Approved stipulation that the Interim Minister may not hire or dismiss paid staff without the approval of the Executive Committee.

Information provided:

Update following email about purchase on 4/28: Safeguard DVD was donated to UUTC. This will enable us to provide some of our own Safe Congregation training.

Minister's Report: Minister's Report was distributed by email earlier in the day. No immediate action requested or taken. Documents from another congregation are not for distribution but portions may be helpful in edits or additions to our new Interim contract.

New Interim Update: Need to finalize Interim contract for Cynthia to preview for signing when in Brevard week of June 5<sup>th</sup>. She is open to moving help from us, reducing that expense. Peg requested edits/additions ready for Board conference call Thursday morning at 9:00am.

Treasurer's Report: Report was emailed prior to the meeting. The report was accepted.

Finance Committee Report: Ed Carroll provided a written and verbal report. Recommendations included a special account and handling of pledges received outside the current fiscal year and Treasurer's reporting of Endowment funds other than in revenue. Change in reporting of Endowment Fund has been adopted by the Treasurer. Discussion of handling of pledges outside the current year ended in postponement to seek advice from Friend and Member CPA's and Financial Review Lead. Committee is working on Operating Guidelines. Treasurer is also which will be part of Board's Operating Guidelines. Susan requested names of those already asked for Committee vacancies to go to Peg so that the Board might assist without duplication. Ed was excused at 7:15pm.

Stewardship Report: Dave reported in Gary's absence. There will be no third letter. Second letter produced minimal additional results. Pledges and gifts will come close to the \$200,000 projection.

Committee on Administration Report: Report was emailed to Peg on May 23<sup>rd</sup>. Following AdCom's

reasoning and recommendations two motions were made, seconded and passed. The requirement for Finance Committee Chair written agreement to release Restricted Reserve funds was stricken. The requirement to maintain 2-4 months of original budget amount in this fund was stricken. Fund will still be reported as Reserve Fund. Peg and Gary are gathering thoughts on revision/division of duties such as Policies and Procedures and Comprehensive Budget, size and structure of the Finance Committee. Advice received that *it is not out of place to reconsider the signatory role of the finance chair.*

Status of Non-Giving Members: Board will await guidance from GMAC and new Interim Minister.

Reformatted March 23, 2016 Policy Manual was approved with the recommended deletion of the hyphen from ex-officio in line 395 of the document.

Ministerial coverage for June and July being clarified with Dick Tucker, Jean Rowe and Earle Rabb. Paula will be available by phone if needed. Susan will review New Member signings with Board at June meeting. Peg to invite the incoming Board members.

Signers for UUTC Bank Accounts were approved for 2016-2017:

General Account: President Gary Kendrick, President Elect Carol Moore, Secretary Kay Webb, and Treasurer Dave Roberts

Minister's Discretionary Fund: President Gary Kendrick, Treasurer Dave Roberts and New Interim

Settled Minister Search Task Force: Task Force Treasurer Joanna Bliss and UUTC Treasurer

Line of Credit: President Gary Kendrick, President Elect Carol Moore, and Treasurer Dave Roberts

Reserve Fund transfer out: Treasurer and one other officer written agreement

New Member of Committee on Administration: Approved Renee Bresler for this Committee.

Operating Guidelines for Teams and Committees Needed: Peg will ask Peter Mockridge to write a newsletter article to encourage Team and Committee compliance.

Rotation of Team Leaders: Susan will request the AdCom review results from the Administrator so the Board may assist in the absence of a minister.

Line of Credit Use: Dave explained that up to \$50,000 may be used for building projects, and up to \$50,000 may be used for cash flow with repayment details. Either use will require full Board approval.

The meeting was adjourned at 8:35pm

Respectfully submitted,  
Susan Slocum  
Secretary

