

UUTC Board Meeting Minutes

October 25, 2016 @ 6:00 pm

Present: Gary Kendrick, Dave Roberts, Ben Potter, Cantey Carpenter, Ian Maher, Wayne Smith, and Tara McDonald representing Finance

Welcome & Check-in: The meeting opened with a welcome by Gary, a check-in with all present, and a reading by Cantey

October Email votes:

1. 10/04/16 - Motion was made by Dave Roberts to accept new pricing for classroom cabinetry (\$5561). Kay Webb seconded the motion and it was approved by email vote on 10/05/16
2. 10/13/16 – Motion to approve the draft of the 9/27/16 Board Meeting minutes was made by Carol Moore and seconded by Dave Roberts. The motion was approved by email vote.

Revised Treasurer's Report: On 10/1/16 a revised Treasurer's Report was sent to Board members, the minister, Finance co-chairs, and the Administrator. The revised Treasurer's Report was posted.

Approval of Minutes: A draft of the Sept 27 minutes was emailed to members earlier and approved without revision.

Minister's Report: Ian began by stating that he will not be a candidate for the settled minister position here, even though he has gotten questions about that from members of the congregation. Ian's plan for the rest of the year is to help some teams develop clear statements about their function, and to help others become stronger. A new worship element in November will be Lay ministry where members of the congregation will play a bigger role. Ian's suggestion for a flag pole was discussed briefly – the Social Justice Team may facilitate a discussion of that with the congregation sometime in the future.

Treasurer's Report: Dave Roberts presented an updated Treasurer's Report. The Settled Minister's Salary package originally given to the Search Team contained an error. The yearly health care costs were calculated incorrectly. The new total for the complete package is \$101,921. The new amount was voted on and approved by the board. Dave recommended that we look at a time clock system for paid staff to save bookkeeping time and adhere to new provisions in the Fair Labor Standards Act. Dave will get more info and cost estimates for consideration by the board.

Finance Committee: Tara McDonald presented a report for the Finance Committee. They are looking for new members to help with the many tasks they are expected to do. Because of time restraints for Tara and other members, the committee is now holding weekend meetings. The committee plans to do an audit/review next week. A budget for the next fiscal year needs to be presented to the board next February. After that, the next task will be working on policies and procedures.

Administration Committee: The Adcom committee (by email) recommended that the Safe Congregation Manual be included as part of the operating and governing documents of UUTC, and that they be reviewed and revised periodically. The board voted to accept these recommendations using a new name for the document: "Safe Congregation Plan".

Property Committee: There is no Property Committee at this time. There was a brief discussion of church property and the future need for more space, but no decisions were made, and no action was

taken.

Old Business: A revised version of the Organizational Structure document was drafted on 9/16/2016. The revised version includes an operating guidelines template as Appendix A, with references to that where appropriate. Appendices related to Interim and Settled minister roles and job descriptions were deleted. The new version was discussed, voted on, and approved.

New Business: Dave Roberts and R K Young have investigated our costs for printing and copying over the past 13 months. They requested permission to sign a 60 month lease for a business class copier/printer/scanner from Advanced Business Equipment in Asheville. The cost would be \$126.22 per month, and includes parts, labor, supplies, and onsite service (basically everything except paper). This would save UUTC approximately \$1000 per year. The board discussed, voted and approved the proposal.

The exterior lighting for our parking lot has become a problem --- only one out of six fixtures is working. The main concern here is for people's safety. Not sure whether fixtures are good enough to replace only the bulbs. Will get more detailed info and quotes before making any decision. If initial guesses (\$5000 to \$7000) are correct, then this could be treated as a new capital project.

The board agreed to hold the next meeting on Nov 15th, 2016 rather than the 22nd. This will provide more flexibility for travel arrangements near Thanksgiving.

Executive Session: The board held a brief executive session to discuss personnel matters.