

UUTC Board Meeting Minutes
April 25, 2017 @ 6:00pm

Present: Gary Kendrick, Carol Moore, Dave Roberts, Kay Webb, Cantey Carpenter, Ben Potter, Wayne Smith, Ian Maher, Jim Hardy, and Phil Davis.

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

Approval of the Minutes: A draft of the Board Minutes 17.03.28 was distributed to Board members prior to the April meeting. A motion was made and seconded to approve the draft of the March minutes. The motion to approve the minutes passed.

Email Votes: Seven email votes occurred after the March meeting. The following votes were accepted for the record:

- 3/28/17 Dave made a motion to approve a proposed plan to replace the nursery flooring and construct built-in shelving to increase floor space to care for more children with the \$3000 donation to sponsored projects received last week. Carol seconded the motion on 3/29. The motion was approved.
- 3/30/17 Dave made a motion to authorize Jim Hardy to register UUTC as an Arcadia Power group with the \$30 rewards program. Kay seconded the motion. Rationale: the \$30 rewards plan gives UUTC a set reward no matter what usage the signee chooses and should provide the best return to UUTC. Dave made a motion to amend to include UUTC signing up for the 50% Arcadia Power plan. Kay seconded the motion to amend. The motion to amend passed. Dave made a motion to authorize Jim Hardy to sign UUTC up for the 50% Arcadia Power plan and to register UUTC as an Arcadia Power group with the \$30 rewards program. Kay seconded the motion. The amended motion was approved.
- 3/31/17 Once it became evident that there were insufficient funds to complete flooring and shelving in the nursery, Dave made a motion to authorize RK Young to select, with input from Aesthetics, how to best utilize the remaining Sponsored Projects funds. Cantey seconded the motion. The motion was approved on 4/3/17.
- 4/14/17 Dave made a motion to approve the payment of the softball team registration of \$375 and the insurance liability rider of approximately \$85. Kay seconded the motion. The motion was approved on 4/14/17.
- 4/14/17 Dave made a motion to establish a Scholarship Fund separate from the General Operating Fund. The Board will accept names of potential recipients and approve their participation based on eligibility guidelines to be established by the Board or its designee. No applicant is guaranteed funding nor whether funding will continue once granted. The Scholarship Fund will be underwritten with specific donations to that Fund. Donors do not have control over who receives funding (IRS requirement). Kay seconded the motion on 4/18/17. Dave shared background indicating the need for such a fund and provided tax information that prohibits pass-through, or earmarked donations (i.e. scholarships) with Board members via email. The

- motion was approved on 4/19/17.
- 4/18/17 Dave made a motion to permit the Church Administrator to process background checks using Secure Search through ACS for all potential and existing employees and volunteers, except for the position of Minister. Carol seconded the motion. Background: Currently, only the Treasurer has access to perform the background checks. This becomes onerous in times when a quick response is desired, or many reports need to be run in a short time frame. The Administrator already has the necessary access to the part of our software system ACS to input the background check information, just not access to Secure Search to perform the check itself. Church Administrator access to Secure Search will alleviate the Treasurer's workload, speed up the process, and provide backup in case of illness or travel. The motion was approved on 4/18/17.
 - 4/18/17 Kay made a motion to approve the 17.03.28 proposed draft as the 2017 Edition of the Board Operating Guidelines. Dave seconded the motion. The motion was approved on 4/18/17.

Minister's Report: The April Minister's Report was distributed to Board members prior to the meeting and copies were available; the report was accepted.

Ian shared that the main focus of his remaining time as interim minister will be to ensure that the new settled minister will have pieces in place for a successful start at UUTC. He sought Board guidance on three issues he felt needed attention. He reported that the staff evaluations will be completed within two weeks, and he shared his plans for the candidating week.

Treasurer's Report: The Treasurer's Report for March 2017 was emailed prior to the meeting. The Treasurer's Report was accepted.

Dave made a motion, seconded by Carol, to approve Alison Marlett as a member of the Finance Committee. The motion was approved.

Carol shared that after meetings with Gary, Dave, and Ian, the group agreed that Alison, who is a CPA, will assist in setting up the financial accounting system for next fiscal year. To this end, Dave made a motion to allow Alison Marlett to access all accounting information, including congregants' financial information, beginning immediately through July 31, 2018. Carol seconded the motion. After discussion, the motion was approved.

Finance Committee: There was no report from the committee. Dave reported that Bart Renner, Tara MacDonald, and John Held will be leaving the committee at the end of June and new members will be needed to fill their positions.

Administration Committee: Kay shared that AdCom had submitted a March report to the Board regarding their annual review of the Policy Manual; this report was tabled until the April meeting. The report and a copy of their suggested revisions to the Policy Manual were emailed to Board members prior to the meeting. (See "Policy Manual – Annual Review Recommendations" section below for Board action on AdCom's recommendations.)

Carol made a motion of accept Michael Solomon as a member of the Administration Committee. Dave seconded the motion. The motion was approved.

Property Committee: Jim Hardy shared the minutes from the committee's April 20, 2017, meeting. The minutes were accepted. The committee made recommendations to the Board concerning #52 Varsity (blue house) and #74 Varsity (grey house):

1. #52 Varsity – After receiving a bid for a complete renovation of the blue house (\$83,000+), the committee recommends seeking no further estimates, unless there is a desire to rehab the house immediately. They recommend repairing the roof leak and leaving the house as is until there is a definite need/decision to rehab or tear down.
2. #74 Varsity – The committee recommends making the necessary repairs/improvements to the grey house in order to complete a rental agreement with Oxford House and securing an appropriate property management service to manage the Varsity rental properties.

Based on the information provided by the Property Committee, Dave made a motion to pursue mitigating the known mold, repairing the known leak in roof, and securing windows and doors of #52 Varsity (blue house). Ben seconded the motion. During discussion, it was noted that, as an uninhabitable building (no power, no water), by code, it should be boarded up. Dave noted that, because of the mold issue, it is not currently insured. A question to be investigated: for the moment, could it be used as a storage facility for UUTC, and, as such, would it be exempt from property tax? After discussion, the motion to mitigate mold, repair roof leak, and secure building was approved.

Regarding entering into an agreement with Oxford House to rent #74 Varsity, while, generally, the Board favors the recommendation, some felt that congregants should have an opportunity to speak to the proposal so that the Board can make an informed decision. Ian had questions he would like Oxford House to answer before committing (the representative was unable to attend). Consequently, no vote was taken to approve the recommendation.

Board Calendar Review:

May: Congregational Annual Meeting – Notifications on May 4 & 5 for 5/21 meeting

June: Authorize new bank signatories

July: Bank accounts signature changes

17-18 Budget: The proposed 2017-2018 Budget was emailed to members prior to the meeting. Dave pointed out slight changes made since the last budget work session with Board members. Kay moved to approve the 2017-2018 Proposed Budget (2017-04-15) and Carol seconded the motion. The proposed budget will be presented and discussed at two forums, prior to the May 21 annual meeting. After a brief discussion, the motion was approved unanimously.

Oxford House: After lengthy discussion, the Board agreed to include a discussion of the proposed rental of #74 Varsity to the non-profit, Oxford House, in the upcoming Budget Forums on May 11 and 12. After these open forums, the Board will make a decision on the Oxford House proposal recommended by the Property Committee.

Rental Management Company: Gary shared information on the rental property management companies contacted by UUTC. Dave made a motion to secure Fisher Realty as the agency to handle the Varsity Extension Project rental properties; Ben seconded the motion. After a brief discussion, the motion was approved.

Varsity Extension Project Update: Prior to the meeting, a summary of recently completed work and work still to be done at #46 and #74 Varsity was emailed to Board members. Carol made a motion, seconded by Dave, to use our line of credit, up to \$10,000, to complete the work necessary at #46 and #74 Varsity Street (except construction of a fourth bedroom

at #74) to make them suitable for rentals. It was noted that UUTC pays an annual fee to maintain a line of credit, which has never been used. After further discussion on the rehab ramifications of renting #74 (grey house) as a group home, the motion was approved.

Arcadia Power Initiative: At the March 28 Board meeting, the Board authorized Jim Hardy to sign UUTC up for the 50% Arcadia Power plan and to register UUTC as an Arcadia Power group with the \$30 rewards program. When he initiated the process, he was informed that only residences qualified for the 50% Arcadia Power plan; Arcadia could offer UUTC a 75% plan. This plan means that 75% of UUTC's electricity usage is sourced from wind farms; the plan will add approximately \$250 annually to our regular utility bill. Dave made a motion to authorize Jim Hardy to sign UUTC up for the 75% Arcadia Power Plan and to register UUTC as an Arcadia Power group with the \$30 rewards program. Carol seconded the motion. The motion was approved.

GA Delegates: Kay reported that Susan Slocum and Virginia MacDonald have indicated that they will be attending General Assembly and both are interested in serving as delegates. Carol made a motion to approve Susan Slocum and Virginia MacDonald as UUTC delegates to GA and to provide funding of \$500 to each. Kay seconded the motion. The motion was approved.

Policy Manual – Annual Review Recommendations: Kay summarized the rationale for the recommendations from the Administration Committee regarding “Section III. People” in the current Policy Manual.

Dave made a motion to:

1. replace the word “adopt” with the word “maintain” in proposed new policy item #1 – **Safe Congregation Plan.** *March 2017. UUTC shall **maintain** a Safe Congregation Plan and follow standards, guidelines, practices and procedures set forth in that plan.*
2. delete the current policy items #2-#7;
3. add “without written permission from parent or guardian.” to current policy item #8 and move it to the Safe Congregation Plan;
4. delete current item #9 from the Policy Manual.

Cantey seconded the motion. After a discussion of each item, the motion was approved.

Special Congregational Meeting – Voting Logistics: Kay verified that all Board members would be present for the May 7 meeting and provided each with a “Voting Logistics” handout. The logistics of conducting a secret ballot vote were discussed and assignments given to each Board member. Susan Slocum has agreed to assist in the process, as well.

Upcoming Dates:

- Ap 29 @ 5:30pm – Board Dinner with Candidate
- Ap 30 – May 7 – Ministerial Candidate Week
- May 4&5 @ 7pm – Meet the Candidate Forums
- May 7 @ 12pm – Special Congregational Meeting
- May 11&12 @ 6pm – Budget Forums
- May 21 @ 12pm – Annual Congregational Meeting

Next Board Meeting: May 23, 2017 @ 6pm

Adjournment: The meeting adjourned at 8:45pm.

Respectfully submitted,
Kay Webb
Secretary