

UUTC Board Meeting Minutes  
March 27, 2018 @ 5:00pm

**Present:** Carol Moore, Peter Mockridge, Dave Roberts, Kay Webb, Cantey Carpenter, Brigid Fox, Wayne Smith, Rev. Ilene, Alison Marlett, and Michael Solomon

**Welcome, Check-In, and Opening Words:** The meeting opened with a check-in by Carol and a reading by Wayne.

**Approval of the Minutes:** A draft of the 18.02.27 Board Minutes was distributed to Board members prior to the March meeting. A motion was made and seconded to approve the February minutes as distributed; the February minutes were approved.

**Minister's Report:** The Minister's Report for March was distributed to members prior to the meeting. The report was accepted. Rev. Ilene highlighted good feedback received from members on the sermons on wealth as well as the Lynch memorial service. She updated the Board on the work of the Stewardship Team and shared the need for additional voting members for that team. She reported that the Worship Team and CRE Team would be meeting with her at different times than the monthly Team Meeting Night to allow more time with each team. She reported that Carol Flake has agreed to facilitate the Shared Pulpit course in the fall. She updated the Board on installation planning and on her 2018 professional and personal travel plans. She reported that the March 24 Membership Class went well, with 14 prospective members in attendance. She said that the Fellowshiping Task Force is working well and shared that the Task Force and the Board will need to complete evaluation paperwork for her first MFC renewal, due July 1, 2018. She enumerated plans and goals for 2018, several of which she will be leading. She reiterated the need for a Personnel Team, a Strategic Planning Team, and for filling other leadership positions.

**Treasurer's Report:** The Treasurer's Report for February 2018 was emailed to members prior to the meeting. A motion was made by Peter and seconded by Wayne to accept the report as presented; the report was discussed and accepted.

Dave reported that the outside financial review by Terry Andersen was completed on February 28 and a final report will be sent to UUTC after April 15. Two oral recommendations were made:

1. Do not allow couples to count the Sunday morning offering and keep the counting room door locked for safety and to avoid distraction during counting.
2. Stamp all incoming bills with a date stamp and indicate their disposition on arrival.

One discussion item in the report required Board action:

Peter made a motion to approve moving \$75.00 per month from general operating fund to the Sabbatical Savings Account, beginning in April; Brigid seconded the motion. After a brief discussion, the motion was approved.

**Administration Committee:** As liaison to AdCom, Peter presented copies of a 2017 Edition-V.1 Policy Manual draft proposal to each Board member. The draft incorporates two recently approved policies to the Policy Manual, which, if approved, will be updated to Version 2. He made a motion to have members review the draft and follow up with an email vote to consider approval; Brigid seconded the motion. The motion passed.

**Finance Committee:** A report from the Finance Committee was distributed to Board members prior to the meeting. The report was accepted by acclamation. Alison Marlett, Chair of the Finance Committee, shared continuing concerns the committee has expressed regarding the pledge income stream. The committee plans to publish an article for an April newsletter regarding the need to complete this year's pledge obligations and the financial implications if the obligations are not fulfilled.

A copy of a proposed draft of Operating Guidelines for the Finance Committee was distributed to Board members prior to the meeting for consideration. Kay made a motion to approve the Operating Guidelines presented; Dave seconded the motion. During discussion, it was noted that there appeared to be a non-substantive formatting issue; some printed copies included numeration of the Operating Procedures and others did not. Peter moved to amend the original motion to include resolving the formatting issue; Cantey seconded the motion to amend. The motion to amend was approved. The amended motion to approve the Operating Guidelines for the Finance Committee, with appropriate formatting, was approved.

**Property Committee:** There was no report from the Property Committee.

**Advisory Council:** There was no report from the Advisory Council.

**Rental Property Boundaries:** Kay reported that members from the Property Committee and from the Facilities Team met to determine lot boundaries for the two Varsity rental properties. Current plans are to use bricks already available to establish boundary lines that will be visible but will allow Hector to easily mow the grass. Shrubs and/or fencing may be considered at a later date.

**Board Calendar Review:**

Final '18-'19 Budget Proposal due in April

Annual Meeting preparation – notification at least 14 days prior to meeting

1<sup>st</sup> Budget Forum- May 3@6PM; 2<sup>nd</sup> Budget Forum- May 5@2PM

Annual Meeting – May 20

**Annual Review of Board Operating Guidelines:** A current copy of the 2017 Edition of the Board Operating Guidelines and a draft copy of the 2018 Edition, including recommended changes and additions, was emailed to Board members prior to the meeting for review. A motion was made and seconded to approve the recommended draft proposal of the 2018 Edition of the Board Operating Guidelines. During discussion, several revisions were suggested: correcting a spelling error on page 8, replacing “GMAC” with “the Council” throughout the document, and moving the Minister evaluation from January to February in the Yearly Calendar on page 5. A motion to amend the original motion was made and seconded to accept the suggested revisions discussed; the motion to amend was approved. Peter moved to accept the amended motion to approve the draft proposal of the 2018 Edition of the Board Operating Guidelines as revised; Dave seconded the motion. The amended motion was approved.

**Annual Review of Minister Discussion:** An Executive Committee Report to the Board and a proposed amendment to the minister's contract were emailed to members prior to the meeting. Carol reported on the Executive Committee's meeting of March 8<sup>th</sup> for the purpose

of discussing Rev Ilene's evaluation and contract. All members of the Executive Committee were present for the meeting. Committee members reached consensus on the following:

1. An annual retreat, as described in the Minister's contract, should wait until the next fiscal year with a newly elected Board.
2. The Board should work toward having Rev. Ilene's professional expenses funded at 10% of salary in the 2019-2020 fiscal year.
3. The Board created a Sabbatical Fund and will begin funding the account with a monthly contribution.
4. Rev. Ilene's annual review should take place after she has been employed by UUTC at least one year; this will fall to the 2018-2019 Executive Committee. The current Executive Committee will provide some guidance for a review based upon contractual expectations. These suggested considerations for the minister's annual review will be incorporated into the Board's Operating Guidelines for future reference.
5. We will propose an amendment to Rev. Ilene's current contract that explicitly states that sermons she prepares and presents at UUTC can remain on our website as we deem appropriate and in our archives permanently.

Carol presented a draft of an amendment to revise Section 3.10 of the Minister's current contract. Peter made a motion to amend the current contract to revise Section 3.10 as stated in the proposed amendment; Brigid seconded the motion. During discussion, Rev. Ilene shared that she fully supports the intent of the amendment. The motion to amend the current contract was approved. With the acceptance of the amendment by Rev. Ilene, the new Section 3.10 will read:

### *3.10 Intellectual Property*

*All notes, research, sermons, and other products of the minister's work shall be the sole property of the minister. However, Minister agrees that UUTC may post sermons delivered at UUTC on its website as UUTC deems appropriate and timely, and may permanently retain all such delivered sermons in its archives, whether hard copy or electronic.*

The document "Considerations for Minister's Annual Review" was emailed to Board members prior to the meeting for review. Board members agreed to incorporate the document into the Board's Operating Guidelines to provide a basis for the minister's annual review by the Executive Committee.

**Adjournment:** The meeting was adjourned by acclamation at 7:15pm.

**Next Board Meeting: April 24 @5pm**

Respectfully submitted,  
Kay Webb,  
Secretary