

UUTC Board Meeting Minutes
April 24, 2018 @ 5:00pm

Present: Carol Moore, Peter Mockridge, Dave Roberts, Kay Webb, Cantey Carpenter, Brigid Fox, Wayne Smith, Rev. Ilene, and Susan Slocum

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

Approval of the Minutes: A draft² of the 18.03.27 Board Minutes was distributed to Board members prior to the April meeting. A motion was made by Peter and seconded by Wayne to approve the March minutes as distributed; the March minutes were approved.

Email Vote: One email vote occurred after the March 27, 2018 Board Meeting. The email vote was accepted for inclusion in the April minutes.

04/17/18 – As part of a Memo to the Board from the Administration Committee regarding proposed revisions to the 2017 v1 of the Policy Manual, Peter made three motions:

1. To adopt the revision of Section IV, K as drafted by Michael Solomon, and to substitute that revision for the existing Section IV, K.
2. To adopt, as v.2 of 2017 Policy Manual, the attached draft Policy Manual with the inclusion of the new Section IV, K, as noted in the first motion.
3. To charge the AdCom with developing a simplified procedure for the maintenance of the Policy Manual.

Kay seconded the three motions. All motions were approved unanimously by 04/18/18.

Minister's Report: The Minister's Report for April was distributed to members prior to the meeting. The report was accepted. Rev. Ilene highlighted good feedback received from members on the intergenerational Easter service and the children's activity bags; she shared plans for preparing at least six intergenerational services for the coming church year. She continues to work with Koinonia and will be a speaker for the Brevard Jewish Community in the coming months. She updated the Board on excellent work of the Stewardship Team and reported the addition of Katie Spotts to the Team. She reported that the next New Member course is scheduled for June, with a Welcoming Ceremony set for two weeks after the class. She will be conducting pastoral care training for LHHH members and others who may be interested on June 13. She enumerated plans and goals for 2018, including several UU rites of passage/capstone moments for Sunday services as well as monthly programming for teens. She discussed several tasks that require a Personnel Team and a Strategic Planning Team. She updated the Board on her 2018 professional and personal travel dates. She requested Board input on two issues that may require development of policy statements: one involves use of UUTC space by non-member, non-friend to offer a course open to the public and the other relates to legacy gifts. The Board will consult with the Administration Committee and with the Finance Committee on possible policy recommendations. She distributed the evaluation paperwork that Board members will need to complete prior to July 1 for her first MFC renewal; a work session for Board members was scheduled for June 7 @ 4PM to begin work on the document.

Treasurer's Report: The Treasurer's Report for March 2018 and a proposed 2018-2019 Budget were emailed to members prior to the meeting. A motion was made by Kay and seconded by Peter to accept the Treasurer's Report as presented; the report was discussed

and accepted. Dave updated members on the progress of the pledge campaign. As of the April 24 Board meeting, he had received 95 pledges valued at \$186,000. Peter made a motion to approve the 2018-2019 Budget proposal recommended by the Finance Committee; Wayne seconded the motion. A memo from Alison Marlett, Chair of the Finance Committee, stated that Committee members unanimously approved the balanced budget proposal for 2018-2019. After brief discussion, the motion to approve the '18-'19 Budget proposal passed unanimously.

Administration Committee: An April report describing current tasks committee members are addressing was emailed to Board members prior to the meeting.

Finance Committee: A memo from chair, Alison Marlett, stating the Finance Committee's unanimous approval of the balanced budget recommendation for 2018-2019, was emailed to Board members prior to the meeting.

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

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

Nominations Committee Update: Susan Slocum (assisting Peg Hall, Chair of the Nominations Committee) updated Board members on the progress of nominations for the upcoming election.

Nominees for the 2018-2019 Board of Trustees are:

President – Peter Mockridge	At-Large Member – Cantey Carpenter (3 rd term)
President-Elect – Joyce Henneberry	At-Large Member – Brigid Fox (2 nd Term)
Secretary – Gypsy Richardson	At-Large Member – Linda Young (1 st Term)
Treasurer – OPEN*	

*Nominations from floor will be entertained; nominee must be a Member and must be present to accept nomination.

Nominees for the 2018-2019 Nominations Committee are:

Jim Hardy – (1st Term)
Virginia MacDonald – (3rd Term)
Wayne Smith – (replacing Peg Hall for 2nd Term)

Susan shared that records are being kept in a Google document entitled “Member Service Report” that track members who have been asked to serve, in what capacity, their responses, etc. for future reference.

#52 Varsity Update: Donations designated for the purpose of razing the house at #52 Varsity are sufficient to proceed to the next step, removal of asbestos from the building. Dave reported that the bank and the insurance company have provided the necessary documents required by the Fire Department to pursue a controlled burn of the house. The Administrator will contact contractors recommended by the Fire Department to bid on removal of asbestos inside and outside of the building.

Board Calendar Review:

1st Budget Forum- May 3@6PM; 2nd Budget Forum- May 5@2PM

Annual Meeting – May 20, after 2nd service

Authorize new bank signatories - June

Sponsored Project Priorities: A list of Sponsored Projects was emailed to Board members prior to the meeting. Kay shared information from Teams who indicated their top three priorities. Dave made a motion to approve expenditures for the following Sponsored Projects: 1) removal of the white pines along the driveway beside the Memorial Garden and 2) commissioning the construction of a second Tree of Life for the Memorial Garden. Brigid seconded the motion. After brief discussion, the motion was approved.

Oxford House Discussion: Reports received (from Don Rogers with United Way and from Fisher Realty) by the Administrator regarding tenant vacancies at the Oxford House and non-payment of April rent were shared with Board members. Dave indicated the need to have a steady stream of rental income going forward. He suggested that Oxford House be given 30 days to find tenants and that renewal of the lease with Oxford House must include receipt of the agreed-upon monthly rent. Further, he stated that if we do not renew a lease with Oxford House but offer the house for rental to the public, he would like to increase the rent by \$100. After discussion, members agreed; Dave will notify Fisher Realty and the Oxford House representative of the Board's decision.

Adjournment: The meeting was adjourned by acclamation at 7:20pm.

Next Board Meeting: May 22 @5pm

Respectfully submitted,
Kay Webb,
Secretary