



June 17, 2013

Unitarian Universalist Fellowship of Bay County Board Meeting

Current Board Attending: Board President Cathy Rifenburg, Vice President Helen Johnson, Treasurer Ken Sizemore, At-Large Members Jack Harvery, Tisha McSharry, Charissa Thacker, Diana Avrigian.

Absent: Board Secretary Canova Henderson.

Elected Board Attending: President Jack Harvey, Vice President Jo Shaffer, Treasurer Ken Sizemore, Secretary Diana Avrigian, At Large Members: Charissa Thacker, Tisha McSharry, Ruby Jo Faust.

Absent: At Large Member: Chris May

The meeting convened at 6:05 PM

Cathy opened with a welcome to the Board Elect. The Board Covenant was passed out and read in unison as the chalice was lit.

1. The first order of business was to confirm the appointment of Charissa Thacker as Member At Large filling the remaining month of June service for Joe Budd. Cathy sent an email to the Current Board on 06/05/13 motioning the appointment of Charissa to the remaining June term and Ken seconding it on 06/05/13. Board responses of aye from: Cathy Rifenberg, Ken Sizemore, Canova Henderson, Helen Johnson, Jack Harvey, Tisha McSharry. Motion passed. Cathy explained to the incoming Board that our Bylaws state we must have an eight member Board.
2. The minutes from April were reviewed. Diana will make the recommended changes as noted in the May minutes and email the Current Board for approval. The Current Board will respond to Cathy with approval or not. Approved April minutes will then be forwarded to the Charissa or Helen for posting on the web.
3. The minutes from May were reviewed. Jack motioned to accept the May minutes, Tisha seconded, all present in favor, motion passed. Helen will post approved minutes on the web site.
4. The Treasurer's Report for June was reviewed. Ken instructed the Board Elect that it was common for our church and other Unitarian Universalist churches he has served with not to meet their pledge amount at the end of the fiscal year. This can be due to loss of members and or new members who have not made a pledge. Our Budgeted Amt for pledges in FY'13 (July 1, 2012 to June 30, 2013) came very close to the Collected Total.

Additionally we had a plate collection that far exceeded the Budgeted Amt determined at the start of the fiscal year in July 2012. This was most likely due to the increase in membership who did not pledge when they joined. It is surmised that these new members put their offerings directly into the plate. He expected the plate to return to the Budgeted Amt as reflected in prior years for FY'14 (July 1, 2013 to June 30, 2014). The Rental, Fundraising, and Miscellaneous income line items

were covered to explain the Budgeted Amt column, the Current Total (with two more services in June left to add to the Current Total) and the Difference.

The Expenditures were itemized next with a brief discussion as to how the Budgeted Amt for each line item was developed, how much has been expensed so far in the Current Total column, and the Difference column.

Ken noted that we have never overspent our income collected. He maintains a careful accounting of the Fellowship's funds, which are reviewed at each Board meeting.

As there may be a surplus from the FY'13 budget, it was suggested by the Current Board that the Board Elect might want to apportion some of that surplus to the UU Endowment, apply a portion to our Reserve Funds, or perhaps begin the capital fund for a new roof. This would be determined at the July 2013 Board meeting.

The Board Elect was also notified that a balance remains in the remodeling budget of FY'13 of \$1,284.84. This money may be applied to continuing remodeling needs such as flagstones at the front door, another television that acts as a monitor during services, etc. Helen motioned to accept the June Treasurer's Report. Jack seconded. All present approved.

5. Jack reviewed the changes to the Policy and Procedures document as motioned and approved from the May meeting. These include the security language regarding web site, Facebook, and other social media passwords with a login sheet as to who has access to passwords (to be written still) as well as the language that allows UU members to utilize UU equipment. Helen motioned that these revisions be approved, Diana seconded, all present in favor. The revised Policy & Procedures document will be put on the web site.
6. The June 2013 Annual Meeting minutes were reviewed. As Canova was unable to attend the meeting, Helen will make corrections to the minutes as follows:
 - Correct #7, paragraph one to read, "Strategic Plan Approval – Jo Schaffer noted that the Strategic Planning process of data collection began in March of 2012 with the first meetings of the Vision and Growth Committee. Following months of intense data gathering, congregational input, analysis and compiling of the data, the process was completed in March 2013."
 - Correct #7, paragraph three to read, "Congregational discussion commenced questioning if a part-time/full-time minister is a part of the 5 Year Plan. Per Jo Schaffer, this is a part of the plan in year four, with the RE program hiring in the first year and an administrative assistant to follow in the second year."
 - Correction #1, add "(2 year term)" to Tisha McSharry's election.

Cathy motioned that the June 2013 Annual Meeting Minutes be accepted pending these changes and resent to the Current Board for approval and then posting to the web. Tisha seconded, all present in favor.

7. Bob Gilmore asked Cathy to bring to the Board's attention the "UU Legislative Ministry" with a request to join this organization (an annual cost of \$150) and appoint a liaison. Cathy is tabling this for the Board Elect. In the meantime she will contact Bob and ask him to present more information to the Board at that time.

8. In the January 2013 Board Meeting a discretionary fund was approved for Pastoral Care to be managed by the Chair of that committee, effective FY'14 (July1, 2013 to June 30, 2014). This would be a line item in the FY'14 budget but is unavailable as a line item now. As there is no Chair for the Pastoral Care Committee it falls to the Board to determine need for a congregational member and disbursement of UU funds for this purpose. It has been brought to the Current Board's attention that a member is in need of such assistance. As the fund has been approved but a line item is not in the current year's budget, the Board has authorized the Treasurer, to disburse \$200 out of the general fund to aid this member in need. Ken motioned for approval, Tisha seconded, all present in favor.
9. Cathy had handed out to each Board Elect member a handbook containing essential documents to conducting Board business. It included the original "to do" list Cathy developed for the current Board at the July 2012 meeting. Many of those items had been completed but a particular group of issues were not accomplished. These were the identification of UU Committees, assignment of Chairs, development of groups, review and rewrite of committee descriptions. Jack has been working on a draft document to take this task on with the Board Elect.
10. Charissa and Jack were tasked with designing a new logo for the Unitarian Universalist Fellowship of Bay County (UUFBC). They consulted with graphic designer Kim Griffin. This revised logo will be used in advertising and branding of the UUFBC on its letterhead, web site, social media, etc. Ken motioned to accept the new logo, Jack seconded. All present in favor.
11. Lastly Jack presented a draft of Committee Structure he would like the Board Elect to begin working on. Much of the day-to-day activities of the UUFBC would enmesh the Board and make it less effective. The day-to-day activities are to fall under some form of committee structure. A Board member will be a liaison to a committee and help provide Board oversight. A Chair will be assigned (with hope through a volunteer process) and begin to structure each committee. The Committee Structure document was drafted with the 5 Year Plan in mind. The broad Committee list is:
 - Faith Development
 - Vision & Growth
 - UU Environment
 - Social Justice
 - Resource DevelopmentEach Committee has several subsections that are to be developed.
12. Jack motioned that as the business of the Board had been concluded that we adjourn. Cathy seconded. All present in favor. Board adjourned at 7:59PM.