

UU Board Agenda: February 19, 2013

Board Members Present: Cathy Rifenburg, Helen Johnson, Canova Henderson, Tisha McSherry, Jack Harvery, Joe Budd, and Delmer White. Congregation members present: Christine and Aaron Smith.

- Meeting Called to Order @ 6 p.m. by President
- Opened with Meditation (Covenant)
- Absent Board Member(s): Ken Sizemore
- Additional Members Present: Aaron and Christine Smith
- Secretary: Minutes of last meeting (sent via email)
- No corrections need; Moved to accept (Jack Harvey)-2nd Delmer White. No discussion needed, unanimously approved.
- Treasurer: Report delivered by Cathy in Ken's absence.
 - \$39,000 in reserve
 - Not listed assets: CD, Raymond James Account; Endowments
 - Motion to Defer until Next Month (Helen Johnson); 2nd Delmer White. No discussion needed, unanimously approved.

TOPICS FOR DISCUSSION

1. Pastoral Care Policy-discretionary fund approval
 - a. 2% of total budget; no less than \$800
 - b. Question raised about dispersion of funds (\$400 max to 1 person). Discussion included whether or not this would be sufficient funds in a disaster. Members indicated an understanding that other agencies may be applied to and that this amount was reasonable based upon our intended budget.
 - c. Question raised about effective date (after June 1). Discussion lead to affirm that this fund will become active after a Congregational vote on the new budget at the Annual meeting in June and will become effective in fiscal year 2014.
 - d. The terminology that Candis taught me was:
Jack motioned that the UUFOBC accept the outline for a Discretionary Care Fund to be established and introduced to for Congregational approval at the Annual Meeting and that a expense line be added to the budget beginning July 2013.Moved to accept (Jack Harvey); 2nd Delmer White, no further discussion, unanimously approved.
2. Tree Removal-3 estimates (best estimate \$1200)
 - a. Cathy suggested taking best offer

- b. Funds would come from our current budget from areas that remain unused. Ken assured Cathy that there will be enough money to cover this expense without further fund raising.
 - c. Helen motioned that Cathy proceed with the best offer and that Ken's solution of payment be accepted. 2nd Jack Harvey, no further discussion, unanimously approved.
- 3. Jo Shaffer has volunteered to create a matrix for a 5 Year Strategic Plan for the Unitarian Universalist Fellowship of Bay County
 - a. If the UUA was hired to help their consultation fee would be-\$75/hr
 - b. Jo Shaffer is donating her time, valued at 20 hrs.
 - c. Helen asked if Jo would be charging the UUFOBC her rate of \$20 per hour if she was unable to complete the 5 Year Statement in the timeframe volunteered Info not available at this time
- 4. Pledging Letter for New Members
 - a. Members who have joined after March 2013 will receive a copy of this letter in their Welcome Packet.
 - b. Helen provided the Board with copies of the Congregational Stewardship Q&A and rate calculation sheet available on the UUA web site.
 - c. In building our pledge campaigns in the future we agreed that the word 'tithe' may be a barrier and should not be used.
 - d. Motion to approve Treasurer's draft pledge letter, Q&A sheet, rate calculation sheet and copy of our budget as part of New Member packet by (Helen Johnson); 2nd Jack Harvey. No further discussion; unanimously approved.
- 5. Should the Board develop a Covenant? Should the Congregation develop a Covenant and how to proceed
 - a. Reviewed A Congregational Covenant [Jack] (with covenant defined as an outline for the code of behavior and commitment which everyone agrees to partake)
 - b. Items to include:
 - i. A commitment that members plan to spend at least 5 hours of work each month on Board related functions
 - ii. Board members shall be prepared and on time for meetings
 - iii. Focused concise communication
 - iv. Willing to take leadership role on [when] needed and requested
 - c. Comments: (Board Covenant) instead of the list below, consider condensing to "the Board discussed the value of a Board covenant and found it worth pursuing. Canova was asked to develop a draft based on 4-5 suggestions from each Board member. (I forgot

about this so you might consider sending out a reminder that you are waiting on the suggestions!).

- d. Motion proposed to resume lighting the chalice before every board meeting (Helen); 2nd Tisha McSherry, no further discussion, unanimously approved. APPROVED
- e. Comments: (Congregational Covenant)
 - i. Jack: Need a basis for congregational review prior to annual meeting; Encouraging feedback using Board Covenant as an example on the website this may not be clear to a non-Board member. Regarding a Congregational Covenant, Jack brought up that the Congregation really needs to be more involved with the development of a draft. This will need to be circulated by Web posting, email and discussion during Sunday services. Then voted on at the Annual meeting by the Congregation.
- f. Suggested coordinator (Canova) clarified that one covenant will be completed before starting the next

6. Nomination Committee-New Member approval & Annual Meeting date

- a. Bob Gilmore to replace SerenaDee Latiolais
- b. Motion to approve (Cathy Rifenburg); 2nd Jack Harvey no further discussion. Unanimously approved.
- c. Annual Meeting Date
 - i. Treasurer will not be available until June 9, 2013. Annual meeting will be on June 9, 2013... need 1/3 of membership to approve Board slate and any Congregational Covenant.
 - ii. The Board discussed the difficulty of covering all the necessary Congregation business at the Annual Meeting plus having time for a normal Sunday Service. Cathy was asked to speak with the Worship Committee Chair about reserving the entire service for purposes of the Annual meeting.
 - iii. The Congregation must be informed at least 10 days prior to any Annual meeting.

The Board was asked to consider asking the Rev. Manish Mishra-Marzett to return for a workshop and Sunday service in November 2013. Discussion:

- iv. Delmer: Will it be taken out of next year's budget? (Answer-Yes)
- v. Helen: It is a costly thing (airfare, hotel accommodations, pulpit fee), estimated cost: \$1200, should we consider charging for the workshop? Cathy recommended

- that we invite other Unitarian Universalist groups in the Panhandle to attend as well as to help defray costs. (
- vi. Jack: Involvement with UUA is a big benefit to us. You should include here why he thinks this is so!
- d. Board expressed initial intent. This is to be added to future business.
7. The Building Use policy, a component of the UUFOBC's Policy and Procedures-has been revised. Ken Sizemore joined via telephone for a discussion prior to a vote on accepting the proposal.
- a. Building needs to be available to the UU first and foremost. The proposal set forth that groups will only be able to book periods of time not to exceed three months at a time to facilitate this primary purpose.
 - i. Users will be charged for usage, \$15 for up to 5 hours and \$25 for more than that. This is for any building usage, members and non-members.
 1. It was noted that the required fee may pose an immediate hardship on groups that have come to rely on the UUFOBC as a place to meet. Tisha proposed that the status quo be maintained and the new policy to go into effect September 1 to ease this hardship.
 2. Income categories include rent for usage of the building. It's ok to ask.
 3. 35% of the budget just goes to keeping the building open.
 4. Question was proposed if this was to drive profit-margin or lessen suggested pledges. (Answer: As a 501-3C, we are not allowed to generate a profit.) This was a reasonable proposal to implement for the cost of building use.
 5. Worry expressed that joint members will suffer in paying more than once. (What? No one is paying more than once. I believe that Delmer expressed concern that he may not be able to contribute to both the UUFOBC and ECPC. That is not the same thing as paying for something twice.)
 - ii. For-profit groups are discouraged from using non-profit buildings, taxes. It was decided to removed non-profit use from the policy and that the only non-profit user, Ron Fannell be grandfathered in until the end of his insurance term.
 - b. Helen motion to approve Facilities Usage Policy with above listed corrections (Helen);
2nd Cathy Rifenburg, no further discussion, motion APPROVED UNANIMOUSLY

8. Main use of March's board meeting (Budget Work). What is this? Do you mean that the March Board meeting will be entirely on the next fiscal year's budget?
9. RE revisit recommendations: This is not very clear. I'd start with the Board reviewed the recent decision to hire a Religious Education teacher. After spending considerable time with Connie Goodbread and the current RE staff, it was determined that the UUFOBC will hold off hiring a RE teacher. Instead we will develop a culture of accepting children based upon techniques developed by the UUA. We are also not well-equipped space wise to accommodate the necessary levels for a healthy RE. We lack the facilities for infant, toddler, youth, and young adult spaces.
 1. Questioned how to include children in main service; what is this? P-Cola-1 Sunday Intergenerational Service and 1 Sunday 1/2 Service until a Storytime
10. (*See Additional Attachment*)
11. Meeting called to close @ 8:17 p.m. by President
12. Next Board Meeting is Tuesday, March 19 @ 6:00 p.m.