

# Unitarian Universalist Congregation of Columbia

## Board of Trustees

### Minutes of August 17, 2016 Meeting

#### Attendance

Phil Turner (President), Richard Culler (President Elect), Sandy Chubon (Secretary), Bob Whitaker (Treasurer).  
Members at Large: Donald Griggs, Cheryl Soehl, Tim VanDenBerg, Joan Watterson. Marc Drews & Patty Drews (Past Co-Presidents), Rev. Jennie Barrington.

Absent: Joe Long.

#### Call to Order

Phil Turner called the meeting to order at 6:30 PM. Bob Whitaker lit the chalice and offered opening words. Board members re-affirmed our Covenant.

#### Approval of Agenda

The agenda for the meeting was approved as circulated.

#### Approval of Minutes

Minutes of the July 20, 2016 and the August 6, 2016 meetings were approved.

#### Staff Reports

Reports from the minister, the administrator and the DRE were accepted.

#### Treasurer's Report

Bob Whitaker reported that July was a good month financially. Pledge payments were \$2,600 over monthly expectation. Late payment of last year's pledges was 123% of expected; we had budgeted to collect \$1,000. Plate collections were higher than expected. Bob noted that there were five Sundays in July. The total revenue overage for the new fiscal year is \$5,938.

#### Committee Reports

**Technology Services Committee** Donald Griggs reported that David Roof is serving as chair of the committee.

**Personnel Committee** The committee is accepting applications for the custodian position. They are pleased with the number and quality of applicants.

**Building & Grounds** Phil reported for the committee. Bob Whitaker pointed out that Mr. Santiago, the contractor who is doing yard work, needs to complete a W9 form. Bob also questioned whether he has Worker's Comp insurance.

Staff have reported that the air conditioner for the north part of the RE wing is not functioning effectively; it is inefficient, runs constantly, and wastes electricity. We are told there are weak valves in the

compressor. Phil suggested 3 options: 1) limp along with it until later, 2) fix the compressor and replace the coolant for \$2,900 or 3) replace the unit for \$3,400. We agreed to limp along for a while.

**Finance Committee** Plans are to have the Capital Campaign kickoff on September 25. Members of the Capital Campaign Committee plan to participate in a Webinar at Pat Mohr's home on September 6.

**Religious Education** Richard Culler reported that the Adult RE Committee has 3 events planned for the fiscal year. Tim reported that CYRE lost money on Hogwarts Camp. They hope to raise money to repay that loss with activities this year (chili cookoff, chocolate auction, Beltane).

**UUCC Governance Ad Hoc Committee** Richard reported that they are scheduled to meet on August 18. They are reading documents trying to get a complete understanding of how the system currently works.

## **UNFINISHED BUSINESS**

**Brokerage Account** The Board voted August 6 with all members present to open a brokerage account so we can accept gifts of stocks. Because that meeting had not been announced prior to its occurrence, some board members asked to vote on the question again in a regularly scheduled meeting. **Bob moved that we open a brokerage account.** Joan seconded the motion. **The motion was approved.**

**Approval of UUCC Goals for FY17** The Board developed goals for this fiscal year during our retreat on August 6. **Richard moved to approve the goals as circulated.** Bob seconded. **The goals were approved.** See Appendix A at end of these minutes.

**Coffeehouse Brief** Tim continues to propose that the Coffeehouse be placed in a subcommittee of the Worship Committee. Marc reports discussion in Worship Committee indicating that they do not want that responsibility. A major issue is the revenue Coffeehouse generates. It was suggested that it might be more appropriate to give the responsibility to the Finance Committee.

## **NEW BUSINESS**

### **Board Representative to Ministerial Search Negotiating Team**

The Board needs to select a representative to serve on the Ministerial Search Negotiating Team (see pp. 17-18 of *The Settlement Handbook*). Linda Brennison and David Crockett from the Search Committee will serve on the Negotiating Team. **Joan nominated Bob Whitaker.** Tim seconded. **The motion was approved.**

### **Appraisal of Interim Ministry**

It is time for another appraisal of the interim ministry to be sent to Boston. Rev. Jennie will have a draft of her appraisal ready by September 6 and will share it with the Board. Each board member should complete a form and send it to Sandy Chubon by September 10. She will compile the responses and return the compilation to board members by September 16. We will discuss the report on September 21.

### **Sponsored Events Budget Review Procedure**

This procedure has been developed for use this year to encourage better financial planning and control for sponsored events.

If expenditures for a UUCC sponsored event are predicted to exceed \$1,000, the sponsoring entity is requested to: (1) designate a person responsible for administering the planning of the event and (2) submit a budget to

the Administrator that includes estimated expenditures and income. The Administrator will forward this information to the Board President who will follow up with questions, if necessary.

### **Adjournment**

The meeting was adjourned at 8:50 PM.

Minutes recorded by

Sandy Chubon, Secretary

## **APPENDIX A**

### **UUCU FY17 Major Board Goals**

*Point person (Usually, the relevant committee chair)*

**Board Liaison**

- Complete successful ministerial search process *Dave Crockett/Ann Johnson* **Entire Board**
- Enhance membership growth and retention *Patty Drews* **Entire Board**
- Enhance printed and digital communications *Andrea Dudick/Lis Turner/Jim DuPlessis* **Donald Griggs/  
Phil Turner**
- Strengthen the financial foundation *Joe Long/Sej Harman* **Bob Whitaker/Phil Turner**
- Improve building and grounds
  - Conduct a successful building renovation Capital Campaign *Pat Mohr* **Joe Long**
  - Complete at least Phase I of the building renovation *Peck Drennan/Carolyn West* **??**
  - Continue improvements outside of areas impacted by Capital Campaign *Carolyn West* **Phil  
Turner**
- Enhance the interaction of the whole congregation with RE *Stephanie Palmer-Smith/Pat Mohr/Keitha  
Whitaker* **Richard Culler/Tim VanDenBerg**
- Analyze and propose revisions, if necessary, of the UUCU governance *Keitha Whitaker* **Richard Culler**