

# Unitarian Universalist Congregation of Columbia

## Board of Trustees

### Minutes of February 21, 2018 Meeting

#### Attendance

Richard Culler (President), Tim VanDenBerg (President-Elect), Sandy Chubon (Secretary), Bob Whitaker (Treasurer). Members at Large: Linda Brennon, Rod Brown, Mary Maclachlan, Emilio Perez-Jorge, Cheryl Soehl. Phil Turner (Past President), Rev. Jeff Liebmann.

Absent: Joe Long.

#### Call to Order

The meeting was called to order by Richard Culler at 6:30 PM. Tim lit the chalice and read a selection written by Gloria Talcove-Woodward.

#### Minutes of the January 2018 Meeting

Not available at this time. Will be reviewed at the next meeting.

#### Staff Reports

The minister's report was reviewed without discussion. No other staff reports were available.

#### Treasurer's Report

At the end of January we had a positive variance of \$19,000. We had a large increase in rental payments in January, mostly from a single renter. The only entity which has spent more than they are budgeted is CYRE which has exceeded its total annual budget already.

#### **UNFINISHED BUSINESS**

**Building Renovations** Since our last board meeting we had a face-to-face meeting to discuss the contract which needed a few small changes and after the contract was e-mailed to each of us and further small revisions were made, we had an e-mail vote to approve signing the contract. Phil Turner has agreed to serve as Chair of the Renovations Committee; that appointment was approved by the board at tonight's meeting. Richard is looking for some more people who are willing to serve as site contacts while the work is going on. Carolyn West, John Logan, and Jeff Liebmann have agreed to perform that service. Trustees agreed those three people should be adequate site contacts, especially because Jeff works in the building.

**Board Goals – Retention of Members** Mary and Linda are still recruiting trustees to tag people who are missing from services. Questions were raised about what to do with the data they are collecting.

**Board Goals – UCC Mission Statement** Jeff will be having a conversation with the ministerial committee chairs about the Mission Statement.

**Firearms/Weapons Policy** The trustees voted to have the Building & Grounds Committee send us recommendations for sign design and location(s).

Emilio completed the training and is certified to teach the 'Stop the Bleeding' course.

**Hearing Assist System** David Roof is going to write an article about the new system and put it in the Unigram so people will be aware that they need to try it out.

**Installation Committee** is working on setting a date for Rev. Liebmann's installation. They are looking at dates in September and October. They are planning on a budget of \$2500-\$3000. Linda McLeod is chairing the committee.

**Sunday Lunch Policy** Board members did not see the need for a policy to address this issue. The Kitchen Committee seems to have identified a workable solution; they just need to implement it.

## **NEW BUSINESS**

**Shared Ministry Committee** The Leadership Development Committee and Rev. Liebmann have agreed on three members to serve on the Shared Ministry Committee for staggered terms: Patti Drews, 3 years; John Logue, 2 years; and Janet Swigler, 1 year. Their terms will begin immediately and will be for an extra three months this year so there will be no election for this committee in June, 2018. The Trustees approved both the plan and the members.

**Letter of Agreement for Custodian** The Personnel Committee is preparing a letter of agreement for a new custodian. Cheryl requested that we add to his list of duties: responsibility for recycling. The purpose is to ensure that he continues the city recycling plan. Trustees approved that change.

**Board Member on Duty Change** Effective April 1, Trustees will no longer make the announcements at Sunday morning services. That responsibility will belong to members of the Worship Committee. Trustees will no longer need to hang around to lock up the building after services!

**Committee Night Clean Up** Rev Jeff is going to talk with ministerial committee chairs about having their committees clean up after the potluck.

**Board Goals-Volunteer Coordinator** There was a very brief discussion about this position and why it is needed. There seems to be consensus that it needs to be a paid position.

**Date for March Meeting** Rev Jeff told us that Ray Zimmerman, a funny, talented UU entertainer, will be here on March 21 to present a concert. That date conflicts with the board meeting. Everybody but Phil can be here on March 14 so we will move the Board meeting to March 14.

**Ad hoc Committee on Treasurer Position** This position has been rotating between Linda Brennison and Bob Whitaker for several years. The work has become more involved. They are requesting an ad hoc committee to work out some options to do the work more efficiently and effectively. No one opposed the idea. Richard assigned Linda and Bob to develop a charge for the committee, 3-4 bullets to identify the task to be done.

## **ADJOURNMENT**

The meeting was adjourned at 8:27 PM.

Minutes recorded by

Sandy Chubon, Secretary