

# Unitarian Universalist Congregation of Columbia

## Board of Trustees

### Minutes of March 14, 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), Joe Long (Chair of Finance Committee), Rev. Jeff Liebmann.

#### Call to Order

The meeting was called to order by Richard Culler. Emilio lit the chalice and read a short passage. Members recited the Board Covenant.

#### Review of Minutes

The minutes of the January and February, 2018 meetings were reviewed and accepted with the correction of some typos.

#### Staff Reports

A written report from the administrator indicated the loss of four members and the gain of one since December 1, 2017. Current membership is 186. Rev. Jeff gave a brief oral report indicating that he has been working toward the pledge drive which begins next Sunday.

#### Treasurer's Report

Total revenue for the year continues to exceed our budgeted estimates. At the end of February there was about \$38,000 in Capital Fund Pledges yet to be paid. We currently have a positive variance of \$15,500.

#### **UNFINISHED BUSINESS**

**Building Renovation Update** The work seems to be progressing well. The question has recently arisen as to who needs to approve payments to the contractor. Peck, Richard and Phil have discussed the question and developed a procedure in which the payment will be approved by Peck, the CBR Committee, Carolyn West, and Richard before the check is written.

**2017-18 Goal: Volunteer Coordinator** After some discussion we agreed to put this position into the budget process and see whether there are funds to pay for a part-time person. We agreed to charge the Personnel Committee to develop a job description.

**Kitchen Manual** Richard said he has received enough of Linda's policies/procedures to create a manual for use by people who reserve the kitchen for some occasion.

**Board Member on Duty Change** There was some discussion about how long trustees should wait around to lock up the building on Sundays. Consensus seemed to be that 2 PM was a reasonable time to expect people to be finished with morning activities. If a group is still meeting, they should be informed that they need to exit by the "business door" facing Heyward Street.

**Ad hoc Committee on the Treasurer Position** Linda Brennison provided the charge for the committee and named the members of the committee (See Appendix A). The trustees approved both.

## **NEW BUSINESS**

**Concern About Overcommitting to Events** Emilio expressed concern that some people in the congregation are expected to do too much because we schedule too many activities. There was some discussion about how common it is in organizations that a low percentage of the members do all of the work and the others just ride along.

**Scheduling Conflicting Events** There was some conflict recently because more than one group scheduled activities in the social hall at the same time. It was pointed out that any activity scheduled for a room in the building needs to be scheduled with Andrea who keeps the master schedule.

## **ADJOURNMENT**

The meeting was adjourned at 8:38 PM.

Minutes recorded by

Sandy Chubon, Secretary