

Unitarian Universalist Congregation of Columbia

Board of Trustees

Minutes of July 16, 2014 Meeting

Attendance

Regina Moody (President), Sandy Chubon (Secretary), Bob Whitaker (Treasurer), Marc Drews (Co-President Elect), Patty Drews (Co-President Elect, Chair Membership Committee), Members at Large: Richard Culler, Caroline Eastman, Janet Swigler; Co-Past Presidents: Ivy Coleman, Robin Scherer, ex officio; Dot Brown, Chair Finance Committee, ex officio; Neal Jones, Minister, ex officio; Tim VanDenBerg, Gareth Fenley, guests; Buzzie Kelly (partial attendance).

Call to Order and Establishment of Quorum

The meeting was called to order by Regina Moody at 6:39 PM. A quorum was present.

Reading and Check-In

Regina provided a reading; a brief check-in followed. Regina requested that we use the term "trustee" this year rather than referring to ourselves as members of the board. "Trustee" implies that we have been entrusted with our responsibilities to the congregation.

Trustee Resignations

Regina reminded us that Jerry Moore resigned effective June 30 because he is moving; one year remains of his term. She read Barbara Beeler's letter of resignation from the Board of Trustees, vacating a 2-year term.

Marc Drews moved and Caroline Eastman seconded a motion that we accept the recommendation of the Leadership Development Committee to appoint Tim VanDenBerg to serve the one year term. The motion was approved.

After some discussion **Marc Drews moved that we accept the Leadership Development Committee's recommendation to fill the two year term, pending validation of the individual's active membership status. Bob Whitaker seconded. The motion was approved** with one nay vote and no abstentions.

Approval of Minutes

On a motion from Ivy Coleman, seconded by Bob Whitaker, the minutes were approved as circulated. Regina announced that the revised (June 15, 2014) Bylaws are expected to be posted on the UUCC web site by tomorrow morning.

Treasurer's Report

Bob Whitaker reported that the June/end of the year report has not been finalized. He circulated the bookkeeper's work in process and said he will send us copies of the completed report in 7-10 days. He agreed to give a presentation on this report at the August Board Retreat.

Minister and Administrator Reports

These reports were accepted.

Neal Jones reported there is no report from the DRE because she took some vacation time. Both Kelley Freeman and Kate Noel Wells attended a week of training for DREs at the Mountain. Kelley is scheduled to attend more sessions this year; she wants to obtain credentials from the UUA as a DRE.

Board Transition and Internal Issues

Confidentiality Statements Regina circulated copies of the UUCC Confidentiality Statement and asked each trustee to sign one and return it to her.

Board Appointment to Leadership Development Committee Sandy Chubon agreed to serve as a member of this committee. Robin Scherer will serve as Past-President on the committee.

Board Members As Liaisons to Committees Dot Brown volunteered to serve as liaison to the Adult Religious Education Committee. No one volunteered to serve as liaison to the Caring and Hospitality, Denominational Connections, or Green Sanctuary Committees.

Regina requested a volunteer to draft a *List of Responsibilities for Committee Liaisons*. No one volunteered.

Technology Issues Marc reminded trustees that he needs a bio from each of us for the UUCC Website. Regina reminded trustees who are new to Google Mail to review the tutorial Caroline posted about Google Mail.

Regina has been posting the schedule for Sunday announcements on Sign-Up Genius (url is on the agenda for this meeting).

Distribution of Organizational Information Regina distributed the list of committee chairs, program groups, and congregational services. She reminded us that a different committee will clean up after the Committee Night potluck each month. Worship Committee will do it in August.

OLD BUSINESS

Picture Directory Patty Drews reported that people who did not have their picture taken will need to buy a directory; money is being collected from those folks. Andrea will send the order on July 25 and directories should be delivered a month later.

Policy on Policies Buzzie Kelly brought this policy which we approved last month. She proposed a change to section 3.0 Policy, item 6 to require that a proposal for a policy be e-mailed to all trustees at least one week prior to the initial presentation. This will allow Trustees to be familiar with the proposal and to discuss it knowledgeably when it is first presented. If any revisions are requested by the Board, the revised proposal will be e-mailed to all Trustees at least one week before their next meeting. **This change was approved unanimously.**

Fund Raising for the Memorial Garden has resumed since the end of the annual canvass.

Definition of Membership in UUCC Dot Brown and Patty Drews have collaborated and agreed on criteria for Membership: sign membership book, make a pledge and pay it, and participate in some service to/for the congregation. After some discussion Regina charged Dot and Patty and interested members of their committees (Finance and Membership) to suggest a re-write of Section 5 of the UUCC Bylaws. Tim VanDenBerg agreed to consult with Dot and Patty.

NEW BUSINESS

Membership Committee Patty reported that (1) the members of the Membership Committee would like to wear a blue ribbon across the bottom of their name tags so they can be easily identified. **Trustees approved that.**

(2) The Membership Committee would like to reinstate the Visitors' Notebook. **Trustees gave approval.**

(3) The Committee would like to require that (a) all members of the Membership Committee be members of the congregation and (b) they should sign confidentiality forms because they receive information about the finances of individuals who request waivers. **The trustees approved those suggestions that will require a bylaws change.**

UUCC Strategic Plan Regina reported that it is time for the final evaluation on progress made toward the goals of the Strategic Plan (Nov. 2011). We need to make the final review and decide what steps should be taken next. Robin Scherer and Marc Drews will look at the strategic plan and bring recommendations to the August meeting.

Policy on UU Coffeehouse Marc circulated a first draft of this document. After a brief discussion of some issues Marc agreed to rewrite parts of the policy and present it for first reading at the August meeting.

Announcements

Regina reminded the group of the Board Retreat scheduled for Saturday, August 23, 2014 from 9 AM to 4 PM.

Adjournment

The meeting was adjourned at 9:00 PM.

Action Items

Below are the action items to be followed up at the next Board meeting.

1. Bob Whitaker will circulate copies of the bookkeeper's completed report in 7-10 days.
2. Bob Whitaker will give a report on our finances at the August Board Retreat.
3. A trustee will volunteer to serve as liaison to the Caring and Hospitality, Denominational Connections, and Green Sanctuary Committees.
4. A member of the Board will volunteer to draft a *List of Responsibilities for Committee Liaisons*.
5. All Board members will provide a bio sketch to Marc Drews to be posted on the UUCC web site.
6. Members of the Board will use Sign-Up Genius to volunteer for Sunday announcements.
7. The Finance and Membership Committees will collaborate to write proposed re-wording of Section 5 of the UUCC Bylaws.
8. Membership Committee will create a suggested revision of their section of the UUCC Bylaws to say that all members of the committee must be members of the congregation.
9. Robin Scherer and Marc Drews will bring recommendations for completing a final review of the Strategic Plan and how to proceed.
10. Marc Drews will send Board members a draft of the Policy on the UU Coffeehouse at least one week before the August Board meeting.
11. All Board Members will read *Balancing Acts: Keeping Children Safe in Congregations* on the UUA web site. (url on Agenda for July 16 meeting.)

Sandy Chubon

Secretary