

## **UUFC Board of Trustees Meeting, July 14, 2014**

*Present: Kyle Jansson, Tim Emery, Kathy Kopczynski, Monica Jacobson Tennessen, Beany Kunis, Jamie Simmons, Judy Malouf, Heather Emberson, Linda Hardison, Jean Townes, Marcia Shaw, Jill McAllister*

*Meeting called to order at 8:22.*

### **Consent agenda**

- Consent agenda items:
  - o Approve minutes of June meeting
  - o Accept Financial Report
  - o Appoint John McEvoy to Personnel Committee
  - o Accept Program Council Minutes
  - o Accept Employee Handbook (Second time on agenda)
- Kathy Kopczynski moved we pass the consent agenda. Beany Kunis seconded.
- Approved with none opposed.

### **Amendment of Letter of Agreement with Minister**

- Revision underway, will be on agenda for next meeting.
- Clarifying compensation, updating to become annual letter of agreement.

### **Emergency Aid Fund policy**

- This revision of the Emergency Aid Fund policy separates out policy and procedure; was revised with input from Committee on Ministry and Finance Committee.
- New policy changes the decision-making regarding this fund from the sole discretion of the minister to a committee of three people; establishes rules governing fund; separates out an Emergency Aid Fund distinct from Minister's Discretionary Fund.
- Some discussion of changes to procedure for dissemination of funds.

### **Treasurer's Report**

- We are coming in under budget for 2013-14 - probably a \$4-6000 surplus, about 1% of the total budget. Surplus does take into account additional staff expenses related to Niya Standish's retirement and Ann Mbacke beginning employment with the UUFC in June.
- The surplus does not include the reserve draw for work on the Fellowship Hall and Social Hall furnaces/air quality. Total cost of this work will probably be less than \$18,000.
- The Worship Committee's sound system upgrades and purchases for Jill's office will zero out the special account from the 2013 Services Auction.
- We are now having Ann White do payroll - she is an outside person, known to the UUFC. This is a change from past practice of having a UUFC member do payroll.

### **Minister's Report**

- Jill has three general areas for focus this year: review of administrative structures (what depends on volunteers, duties of office administrator, etc); program administration (minister's advisory council made up of point people from each large area of UUFC - Justice, RE, etc); multi-culturalism work (we want UUFC to be multi-cultural, but we're not there yet - need to undertake training)
- These aims are not yet articulated as goals – but are broad areas on Jill's radar to be articulated and watched.

### **Meeting Review**

- Regarding projection of documents and other Board content during meetings - this is not planned until October. Request to have documents projected when we are conducting business.
- If responsibility for setting up the A/V equipment is included in set-up duties, we will all need training. We also need to determine what laptop to use, etc. Request for written instructions.
- General appreciation of opening of meeting, discussion of mission statement. More discussion like this planned for next meeting.
- Suggestion that Trustees regularly recap their recent conversations with other congregation members, a practice that also helps keep Trustees aware of their "Board hats." May want to have a procedure for capturing relevant conversations, such as emailing notes to President or Secretary. If we are going to start doing this, need to have conversations about what we're listening for.

*Meeting adjourned at 9:02.*