

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.