

**FIRST UNITARIAN UNIVERSALIST CHURCH**  
**Board of Trustees**

**Minutes – Monthly Meeting**

**Sept. 27, 2006**

Present: Trustees: Doug Zelinski, Chair; Chas Williams, Vice Chair; Jim Bailey, Secretary; Debra Boyd, Treasurer; Ben Blee, David Carr; Barbara Fisher; Dan Hronek; Bill Inglis, Jim Pinkham, Kate Power; Gretchen Faulstich, Past Chair.

Not Present: Judy Houston

Ex Officio: Caroline Balderston Parry, Interim RE Director; Michael Brennan, Church Administrator; Wendy Fish, Associate Minister.

Guests: Melanie Boyd, Alan Ray, Lydia Delphia.

**1. Opening Words and Lighting of Chalice**

Doug led with a silent meditation, and Caroline read a haiku she had composed.

Doug introduced Lydia Delphia, who was sitting in for Lindsey Robison, Youth Representative to the Board.

**2. Review Agenda/ Approve Minutes of August 23 Meeting**

Doug noted that the Agenda was changed from the one he had distributed earlier.

Jim Pinkham moved and Debra seconded approval of the August minutes. Motion passed.

**3. Reports from Council, Committees, and ad hoc groups**

**Church Council** – Chas said 12 people attended the most recent meeting and he summarized the meeting.

**Treasurer's Report/Finance Committee** – Debra distributed the Pledge Report and the Income Statement and Balance Sheet, all as of August 31. She also distributed FY2007 Hot Spots, emphasizing possible deficits in the budget. According to the Hot Spots memorandum, a deficit of \$18,467 is likely and will soon have to be addressed by the Board. Gretchen said the Development Committee is aware of the problem; Doug said the Development Committee and Executive Committee will discuss the problem and possible actions before the October Board Meeting.

**Development Committee** – Gretchen reported on challenges facing the committee, including recruiting members. Some initiatives are underway—namely, planned giving; a continuing effort to bring church rolls up-to-date; working to shorten and make more effective the pledge campaign.

**Planned Giving, Board Commitment** – Following up on materials sent to the Board, Melanie presented more information about planned giving, including examples. She emphasized the importance of planning in the process and urged all to confer with financial advisors and other experts as appropriate. Individuals who have already

designated a gift to the church should inform the church of their plans. The planned giving initiative asks all Board Members to participate, including conferring with Melanie about the program. A signup sheet for conferences was circulated.

#### **4. Staff Reports**

The Board received written reports from the Associate Minister, the Interim DRE, and the Church Administrator. Michael reported that the Building Committee has asked that the letters on the north side of the Panera sign (i.e., a sign advertising the church) be removed as there is no cost effective solution to replacing them and that no sign is better than an incomplete one. Chas moved and Jim Pinkham seconded to delegate the decision about the sign to the Executive Committee. Motion carried.

Caroline noted that Lydia is co-chair with Geoff Mize of the YASC.

#### **5. Facilities Use Policy**

Doug opened the meeting to further discussion of the draft policy, which had been distributed and discussed via e-mail. Gretchen raised a point about the role of education, including adult education, in the policy, noting that the draft contains very little about religious education. Wendy gave the example of planning for youth conferences, which draw so heavily on facilities that they virtually preclude scheduling of other events at the same time. The policy as written seems not to easily accommodate that kind of RE event. On another point, Michael noted that he receives calls from outside parties wanting to reserve facilities several months in advance that the church needs to honor such contractual agreements.

It was suggested to add a section to the Worship Services section of the policy (beginning line 28) about education, including adult education and conferences. Doug asked if enough of the policy was acceptable to warrant a vote at this time. After further discussion, it was decided to return the policy to the committee, with suggestions, for further revision.

#### **6. Revise Standing Rules**

The proposed change to Article IV, C. Financial Management, items 2 and 3, was presented, having been publicized for action at this meeting. The changes delete 3, thus eliminating the Investment Committee, and add its functions to the Finance Committee (expanding item 2). Debra moved and Ben seconded the approval of these changes to the Standing Rules. Chas suggested that “and approved” be added to the second sentence of the addition so that it reads: All trades shall be reviewed and approved, prior to execution, by the Finance Committee, Executive Committee or Board, and recorded in the minutes. The suggested amendment was accepted by the makers of the motion. Motion carried.

Debra noted that “Investment Committee” appears in the policy document, Disbursements from the Endowment Fund, three times, C. 1, 2, 3. She moved that Investment Committee be replaced with Finance Committee in these instances. Bill seconded the motion. Motion carried.

## **7. Revise Contribution of Record**

David moved to establish that a contribution of record for each fiscal year be the required financial contribution to maintain a member on the rolls. Debra seconded the motion. Gretchen spoke in favor of this change (from a stated dollar amount per year as is the present policy) and said that professionals working in development think “a contribution of record” is a better strategy. Michael asked if inactive members are automatically dropped from the rolls. Gretchen said there is a process, which is not automatic. The motion carried.

## **8. Board Retreat Follow Up**

Doug tabled action on this item and asked Board members to choose both a goal and items from the action plan and to forward choices to him.

## **9. Appointing Search Committees**

Doug presented these names for the Search Committee for a permanent DRE: Sharon Stout-Shaffer, Kevin O’Neil, Susan Roscigno, Sabine Kuehn, Diane Nance, Betsy Duckworth. Barb moved and Ben moved that these individuals be appointed. Motion carried.

Chas moved and Bill seconded that the Board delegate to the Executive Committee the naming of a youth representative, to be recommended by the YASC, to the Search Committee for a DRE. Debra offered as a friendly amendment that the person be a youth or young adult. The amendment was accepted and the amended motion passed.

In regard to the Search Committee for permanent music positions, Doug said the choir was choosing four of the eight members and Mark Merchant was willing to continue to serve. Bill moved and Debra seconded that the Executive Committee be authorized to appoint the members of the Search Committee. Motion carried.

## **10. Appointments**

Doug announced that Chas has agreed to serve on the Governance Documents Committee, that Martin Phillips has agreed to serve on the Personnel Committee, and that Paula Hook has agreed to serve a two-year term on the Committee for Church Ministry. Bill moved approval of these appointments and Debra seconded the motion. Motion carried.

Doug said that Gretchen is serving as liaison to the Nominating Committee. A Board member is needed to serve as liaison to the Social Justice Committee, and a Board member is needed to help Church Ministry design a review of ministers.

Marge Lynd is replacing Jean Wertz as UUSC Local Representative. Bill raised the question of honoring Jean for her service. Chas and Bill volunteered to work on this project.

## **11. Announcements**

The Heritage Dinner is on Oct. 14.

Nov. 4 is a work day at the church. Volunteers are needed.

Debra encouraged all to consider participating in the OMD Stewardship Conference, Oct. 28 at Cleveland.

## **12. Adjournment**

Debra moved and Barb seconded that the meeting adjourn. Motion enthusiastically passed.