

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

**Minutes – Monthly Meeting**

**Jan. 24, 2007**

Present: Doug Zelinski, Chair; Jim Bailey, Secretary; Ben Blee, David Carr, Barbara Fisher, Judy Houston, Dan Hronek, Bill Inglis, Jim Pinkham, Kate Power; Gretchen Faulstich, Past Chair.

Not Present: Debra Boyd, Chas Williams.

Ex Officio: Mark Belletini, Senior Minister; Wendy Fish, Associate Minister; Caroline Balderston Parry, Interim DRE, Michael Brennan, Church Administrator

Guests: Patricia Reed, Judy Kleen.

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

Doug presided and opened the meeting with a reading by Greta Crosby.

**2. Review Agenda/ Approve Minutes**

Bill moved and Barbara seconded approval of the minutes of the Jan. 3 meeting. Motion passed.

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

**Program Council** – In his absence Chas sent a note about Program Council. Doug, Wendy and Chas plan to meet to discuss the direction of the Council. The reconciliation policy is being worked on and should be completed by the end of the church year. The policy will be reviewed by other church groups.

**Administration Council** – Michael reported that council is combining committees into groups that work together. Work days are being set for spring and fall.

**Development Committee** – Gretchen reported that the Holiday Appeal reached its goal minus about \$100. Plans continue for the Pledge Drive with commitment Sunday set for March 18. The Acorn Society (for planned giving) is being revitalized and Bob Rice has taken a leadership role. All the cookbooks have been sold and Michael is getting numbers about a possible second printing. The auction is on Feb. 10; Jim Pinkham said that the Auction Committee would like to recruit new members and leadership for next year.

**Committee on Ministerial Sponsorship** – Patricia Reed reported from the committee that was formed to consider congregational sponsorship of Kathleen Fowler as a candidate for the ministry. The committee recommended a congregational vote of support at the midyear meeting. Bill moved and David seconded that the Board endorse the recommendation from the committee. Motion carried.

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

Mark circulated a written report, including a question about the Worship Committee—should it have a mandated rotation so the membership changes?

Wendy circulated a written report. Wendy also gave an update on Dick Dawson's progress as a Commissioned Lay Leader, noting his work with the Pastoral Care program.

Michael circulated a written report. He said income from rentals is ahead of the budgeted amount. He said a small leak in the roof had been patched; however, it would be wise to budget for a roof replacement by setting aside funds annually. He also noted that the first phase of a sound system for Fellowship Hall is under way. This phase will be for speakers and will be easy to operate. A second and more complicated phase will accommodate bands and will require some training to operate.

Caroline circulated a written report. She raised a question about funding for a summer Peace Camp. Bill suggested the matter should be brought to the Finance Committee, and Gretchen said it should be built into the budget.

#### **5. Appointments: Nominating Committee**

A replacement being needed for the Nominating Committee, the name of Ruth Gerhold was placed before the Board. Bill moved and Ben seconded the appointment of Ruth to the Nominating Committee. Motion carried.

#### **6. Treasurer's Report**

Judy Kleen from the Finance Committee distributed the December fiscal report and emphasized that it was a good report, with pledge payments running ahead. She said that the Finance Committee is urging merit raises rather than cost of living raises for staff for the upcoming year.

The Finance Committee presented to the Board the revised document on Reimbursement of Budgeted Expenses (previously given to the Board in October). These changes are to *Governance Policies and Procedures, Chapter III-Finance: Reimbursement of Budgeted Expenses, C. Procedure*. The revised items read:

- Have the Voucher signed by the appropriate committee chair. Should the person being reimbursed be the committee chair or a family member of the committee chair, the voucher needs to be approved and signed by the Church Administrator.
- Committee Chair or Administrator shall put the signed payment voucher and attached documentation in the bookkeeper's mailbox.
- Expenses should be submitted by the end of the fiscal year. Usually expenses will be accepted for reimbursement through the middle of July.

Bill moved and Dan seconded approval of the proposed changes in reimbursement procedure. Motion carried.

### **7. Midyear Congregational Meeting Agenda**

Doug presented a draft agenda for comment. It was suggested that the vote on the sponsorship of Kathleen Fowler be moved to about the middle of the agenda. Another suggestion was that Doug should present a “state of the Church” report. Doug asked that other suggestions be sent to him.

### **8. Thanks yous**

Jim Bailey reported that thank you notes on behalf of the Board were sent to all 22 people named on the acknowledgments page of the cookbook. Board members suggested several other people who should be thanked for their contributions to the church. Cards will be sent on behalf of the Board.

### **9. Conversation with Tom Chulak**

Doug announced that Tom Chulak, the District Executive for Ohio Meadville District, will hold a conversation from 7 to 9, Jan. 31, at the church. Board members are invited and encouraged to participate. Several topics for the discussion were suggested, including how to foster a sense of community within a large church, how to involve the congregation in social justice, how to move to 12 month programming.

### **10. Announcements**

The Board Retreat will be on Saturday, March 3, from 8:30 a.m. to 4 p.m.  
Next Board Meetings are Feb. 28 and March 28.

### **11. Adjournment**

Dan moved and Barbara seconded that the meeting adjourn. Motion carried.