

**James Reeb Unitarian Universalist Congregation**  
**Board of Trustees Meeting Minutes**  
**June 17, 2015**

Present: Virginia Harrison, Kelly Kearns, Kim Reain (president), Charlie McNulty, Barb Whitney, Marla McFadden, Peggy Haack, Karen Quinlin, Art Hackett arrived late.

1. Welcome, chalice lighting and opening words by Peggy, read covenant.
2. Reviewing roles, and adopting the agenda. Approved.
3. Check-In. What is a take-away from this last year on the board?
4. Approve May and Extra BOT Meeting Minutes. May minutes Approved. Send comments on congregational meeting minutes. Apr. budget meeting Approved. June extra meeting minutes Approved.
5. Consent Agenda
  - a. Minister's Report
  - b. Committee Reports
6. Karen's Calendar
  - a. She would like to carry 3 study leave days into September. Peggy moved, Kelly seconded, Approved unanimously.
  - b. Our letter of agreement with Karen needs updating, since her salary has gone up.
  - c. We will want to bring Karen's year into synch with the Church year. Her year starts 2 months after the financial year. We may prorate a year. Karen is still gathering information about this.
  - d. Minister's Discretionary Fund Management
    - i. This may be a separate account, and accessible by Karen so she can write checks as needed. Karen will look into best practices. The board is supportive. We will revisit this in the future.
7. Finance Report
  - a. Operating Budget
    - i. How is the surplus managed?
      1. Surplus vs reserve. Karen reminded us of the UUA five pillars of stewardship: Operating budget; Operating reserve; Major maintenance and replacement fund; Endowment fund; Emergency fund. **Kim will review with the Executive Committee, and write up a recommendation for next year's finance committee.**
      2. If a committee has money left over, it goes into the general pot; exceptions below
      3. Because of special circumstances with 2 programs (e.g., new hires), if RE and Music have a surplus at the end of this year, we would like to increase next year's budget for those programs, by the amount in the surplus for those programs.

- b. Finance Committee Charge. The board made several edits to the charge. **Kim will send to the committee to review.**
  - c. Mortgage (more accurately, the Term Loan). Delay the line of credit renewal until July 26? It is inconvenient to do this at the same time the board is transitioning new members. Art: it's easier for the bank if we are on the fiscal cycle. Unfortunately, our terms of our officers are on the same cycle. We discussed looking into other financial institutions, e.g., credit unions. Art gave us the history of our very positive relations with Park Bank. We have been with them for 15 years and in fact moved to them from a credit union. In our current situation with Park Bank, renewing the line of credit creates an event that allows renewing our term loan, and since we are in better shape, we might get a lower interest rate. Art is basically against going to a different bank. We will move forward with the line of credit. If we can, we will refinance the term loan.
  - d. Electronic Payment. After discussion about Park Bank, we decided to move forward with electronic payments as well.
  - e. **All liaisons. Tell committees to get bills in by the end of the month.**
- 8. UUA/Mid-Regional dues payments
  - a. Elizabeth has paid these on a 10 month schedule. Our payments this year were \$3456 to UUA and \$1382 to mid-regional. We are increasing annually in order to achieve Fair Share Dues.
- 9. Congregational Meeting
  - a. Award: Barb has the plaque. We decided where to place it and **Marla will hang it.**
    - i. **We need a plaque for members who have passed away.**
  - b. Elizabeth's Insurance will start 7/1. Yea!!!!
- 10. Congregational Partnership Exploration Task Force. We are exploring the idea of having a relationship with a non-U-U church.
  - a. Charge
    - i. **Send goals and ideas to Virginia via email**
  - b. Take summer to write
  - c. Research and Education
- 11. Ordination Installation: any leftovers? Questions?
  - a. It was awesome!
- 12. Chalice Lighter Grant
  - a. Terri will move forward once an Ambassador is identified. Nominating committee will do this. We may need a temporary chair to relieve Sarah while she is recovering.
- 13. BOT Management
  - a. How can we support incoming BOT members?

- b. Joint Potluck? A bit of ceremony to pass on the torch. **Virginia will do a doodle poll.**
  - c. What's left from this year? Send to Kim.
  - d. Ongoing management? Send to Kim
  - e. **Outgoing members. Turn in your binders!**
14. No Staff Huddle
- a. DRE coordinator (Sarah) will start July 15
15. Next Meeting Wed, July 1, 630-830pm / Pick Roles - *continuing members, only*
- a. **Time Keeper: Charlie. Observer: Kelly. Opening Words: Virginia. Closing Words: Virginia. Check-In: Charlie. Minister of Delight: Kelly.**
16. Check Out: Process Observer. Amazing job catching up after getting behind. We were sensitive to who wants to speak, watching body language. There was a lot more scrutiny on finance committee charge than any others. Note: We had no nay votes all year long.
17. Karen passed out gifts for the outgoing board members!
18. Closing Words, Adjournment.