

**James Reeb Unitarian Universalist Congregation**  
**Board of Trustees Meeting Minutes**  
**May 13, 2015**

Present: Virginia Harrison, Kelly Kearns, Kim Reain (president), Charlie McNulty, Barb Whitney, Marla McFadden, Peggy Haack

1. Welcome, chalice lighting and opening words, read covenant
2. Reviewing roles, and adopting the agenda. Approved.
3. Check-In question from Peggy: What book are you reading? Most entertaining answer: “the manual for my mother’s water softener.”
4. Approved April Minutes.
5. Consent Agenda
  - a. Minister’s Report
  - b. Committee Reports
6. Parish Ministry - Report
  - a. Everyone take a look at this in the next week.
  - b. Need a doodle report for the week of May 26 to review full report with Karen
    - i. Karen will set up the doodle poll.
7. Congregational Meeting 5/17
  - a. Bylaws discussion. A member brought up the issue of whether or not we were following the rules exactly on how to amend the bylaws. After discussion by the executive committee with the member, we concluded that it would be good to allow for more discussion with the congregation on the amendment and to allow for more input to the final amendment and resolution. Also, after reviewing the amendment, we decided it can benefit from editing for clarification and conciseness. Thus, the endowment bylaw amendment will be postponed to a future congregational meeting. In the meantime, the endowment is safely invested in the UUA fund.
  - b. Statements of Conscience and SJC (Social Justice Committee) charge. Again, some people have expressed a concern that these have not been brought up and discussed enough in front of the congregation prior to the meeting.
  - c. Agenda
    - i. Kim summarized the agenda. She will print up the agenda and minutes from last year’s meeting.
    - ii. Kim needs help on writing the budget narrative—Virginia and Charlie volunteered. Kim also needs help on highlights from last year. Kim will create a doc we can edit, or email her.
    - iii. Barb will get the minutes from last year to use as basis for this year.
  - d. Parliamentarian/John Koch. He will act as a process observer for following the rules for conducting a congregational meeting.

- e. Next year
    - i. Educating Congregation and having discussion around
      - 1. Charges from BoT that empower committees, Processes that guide decision making, Bylaws, amending Bylaws and The Endowment Bylaw Amendment
8. Volunteers Appreciation
- a. Candle Ceremony/Donation.
  - b. Who. Time, talent and treasure should be treated equally.
  - c. New award: “The Art Hackett Award for Going Above and Beyond.”
    - i. A golden wrench will be mounted on a plaque and names attached. Marla will purchase the wrench and spray paint it. Barb will get the plaque and have the wrench mounted and names engraved. Marla will collaborate with others (e.g., Sharon Bogert, Sarah Cook, Mary Wagner, Arthur Thexton) to write up a summary of what Art did, to present at the congregational meeting Virginia will inform the awardees.
    - ii. This years awardees will be Kelly Kearns, Mary Anglim, and Rachel Avery. All three names will go on this year’s rectangle.
9. Finance Update
- a. We have a projected surplus of approximately \$4000-18000. This is due to higher than expected rental income, higher than expected income from Reeb Rave and the rummage sale, and increased pledges.
  - b. Ordination & Installation Budget
    - i. The budget may go over in order to pay for some travel expenses. The BOT approved increasing the ordination and installation budget by up to \$1000, coming from this year’s surplus.
    - ii. People can make in-kind donations to this activity
  - c. Finance Committee Charge
    - i. Kim mailed this out with agenda. Everyone Please review. Send comments to Marla. We will discuss at June Meeting
10. Operating Budget
- a. Elizabeth/Insurance. The BOT voted to increase her time to 50% and offer prorated insurance benefits beginning when she needs it. The UUA fulltime rate is 80% payment. The prorated amount is 40% of the insurance premium. If this starts before July 1, it will be covered by the 2014 surplus. Approved. (Charlie and Virginia: Put this in the budget narrative)
  - b. What will be presented at the Congregational meeting
    - i. Simplified numbers and a written report.
      - 1. Anyone who wants to review the budget in detail can ask the executive committee.

- c. The budget has a deficit of \$2743.07. Since we know we have a surplus, create a line in the budget allocating part of surplus to this. Put an explanation in the budget narrative.
  - d. How do we manage the rest of the surplus? Reserve? Add a savings account line to the budget.
- 11. The BOT voted to put the bylaws on the website. We don't see any harm and this allows everyone to be informed, especially when we are considering amending them.
- 12. Virginia is posting the slate of nominees on the bulletin board, and will distribute to the congregation
- 13. Summary of action items**
  - a. Everyone: review the Finance Committee Charge to discuss at the June meeting**
  - b. Barb: get plaque for "Above and Beyond" award.**
  - c. Roles for next meeting (below)**
- 14. Next Meeting June 17, 630-830pm. Roles:
  - a. Time Keeper: Kelly. Observer: Charlie. Opening Words: Peggy. Closing Words: Marla. Check-In: Virginia. Minister of Delight: Barb.**
- 15. Check Out: Process Observer. We were kind of whacky. But it was fun and convivial.
- 16. Closing Words Adjournment