

James Reeb Unitarian Universalist Congregation

Board of Trustees Meeting

Sept 17, 2014

Present: Karen Quinlan (minister), Kim Reain (prez), Virginia Harrison, Charlie McNulty, Holly Anderson, Kelly Kearns, Marla McFadden, Art Hackett, and Sarah Cook (guest)

Welcome, chalice lighting, and opening words by Karen

Check-in question, "What do you hope to learn this year?"

The 7/16/14 minutes were approved. Art moved, Charlie 2nd. Unanimous pass.

Endowment Task Force/Sarah Cook

An anonymous donor gave \$10,000 and suggested it be used to create an endowment.

1. Appoint the task force (current membership recommended) as an interim endowment committee reporting to the BOT.

a. This group has been operating as a subcommittee of (and appointed by) the Stewardship Team. Consists of John Mathis, Derek Peterson, and Barb Whitney, with Sarah Cook as consultant.

b. The charge by the BoT to the Interim Endowment Committee (IEC) is threefold: (a) to prepare a suitable draft of an Enabling Resolution, to be presented to the congregation at a future congregational meeting for incorporation into the congregational bylaws; (b) to prepare a draft of the Policies and Procedures for the Endowment Committee that the Enabling Resolution would create; and (c) to provide, well before the congregational meeting, suitable education and information about the importance and opportunities of an Endowment Fund. The IEC will continue from now until the a Congregation Meeting or 6/30/15, whichever comes first. Motion by Peggy. 2nd by Art. Approved.

c. Folks to serve on the committee John Mathis, Derek Peterson, and Barb Whitney. Motion by Peggy. 2nd by Marla. Approved.

Social Justice Council Update with discussion/ Peggy

A. The director of the Tiny Houses Project, on E. Johnson requesting assistance with potential funding source. SJC see itself as a potential partner.

B. This would be through the Veatch Foundation, a UU foundation that promotes community involvement from UU congregations. They would like us to consider being the congregation that supports a grant proposal. It's a congregation-based community organizing grant. PJS love the idea. Peggy wants to spearhead the grant proposal. Board gave a thumbs-up to pursue gathering info.

RE Report & Discussion / Karen, Kim, Charlie & Kelly

A. Hiring of ~~Anna-Rue~~ Pam Younger for Caroline's Maternity Leave (Kelly)

1. 5 hours/week for 6 weeks

a. This can be paid to someone as Caroline's Maternity Leave is unpaid.

b. Our policy does have phrase "except in rare and unusual circumstances" in section that excludes member's from employment.

c. Sunday Coordinator slot will be drawn from RE Committee.

B. RE Committee changing name to Children & Youth RE Committee (Kim)

Per the Bylaws, there is no need to have BOT approval or vote.

C. Create amendment to CRR to include "Member to Child" (Karen) – Make the RE program accessible for all children.

Potential for this to be part of 11/23 Multi-generational Service

D. Background Screening costs \$7.80 – will do this for continuing volunteers

Karen suggests removing background checks from RE budget and putting in new “Safety” category in budget. Will use the one suggested by Church Mutual.

Congregational Safety Policy Phase 2 (Kim & Karen)

1. This would cover many things but also Childcare and Children & Youth RE.
2. Congregational Safety Policy Task Force
 - a. Charge: The Executive Committee will put together how they want the plan to look.
 - c. Safety Policy concerns, including PR (public relations) were briefly discussed.
 - a. Virginia will assist in leading the writing of the Safety Policy Task Force

Financial Report Meeting/ Art

A. We are \$2500 off in our budget because expenses for July didn't get entered. We have a very tight budget. Generally, we come in \$2000-3000 over budget each month, so this isn't as drastic as it may seem, but we need to figure out how to avoid this kind of error in the future. There will be a meeting between Art, Elizabeth, Kim, Derek, and Karen.

B. Review Minster's Computer Budget Line (Art and Kim)

1. Karen's Computer Purchase \$1097.22 (\$56.26 coming back from taxes).

Ministerial Updates/Karen

A. There is an evaluative 3 year process required to renew Karen's preliminary fellowship standing. There needs to be a committee to do this work, often called Committee on Ministry. Current membership: Bev, Jeanne, Thomas, and Anna. The official name of this committee has not yet been decided.

B. Shared spreadsheet called Reeb Calendar (Changed to Sunday Responsibilities Schedule): Service Topic/speaker, WA, Greeters, RE Coordinator, BOT reps, Buddies Marge & Anne. Can Barb be the updater of this document?

C. Worship updates

1. Worship: Rachel has agreed to continue as Volunteer Choir Director and Music Coordinator through the church year.
2. Who is responsible for set-up/ take-down of chairs for service? Karen will speak to the worship team and some other folks and come back with suggestions or solutions.

D. Karen's Ordination will be in the Spring and planning will be in the future.

IT Task Force / Kim

A. Draft Charge for IT Task Force Dan Reain & Charlie McNulty have agreed to serve: Charge the Task Force to create an action plan for IT Management at JR. Part of this plan should evaluate and prioritize the following concerns: Internet access - wired and wireless, Backup (- needs to be off-site and accessible if the building was damaged or access lost or computers stolen), Password management, Upgrades (How/When/Who), Cleaning out old files (How/When/Who), FB/Twitter/Pod Cast (How/When/Who), Manual with these processes in it, Budget and general evaluation of what is needed by JRUUC. Kelly moved to make the charge. Holly seconded. (Peggy had left the meeting.)

Evaluation of action plan in January.

B. Back-up System Proposal for CrashPlan

1. Three **JR** computers would be backed up online to the CrashPlan.com servers at a cost of 14.00/month as a recurring monthly charge or at a one time cost of \$150.00 for a year which works out to 12.50/month.

2. The task force can decide on a back-up system as long as the cost is \$150 or less per year.

Task force was given the authorization with Charlie moving and Kelly seconding.

BOT 9/20 Workshop with Nancy Heege

- A. Agenda Review
- B. Potluck (Feeding 7-8) Sign-up
 - 1. Main Dishes: Peggy, Art, Marla
 - 2. Salad: Kelly
 - 3. Afternoon Snack: Holly
 - 4. Drinks: Virginia
 - 5. Set-up: Peggy & Clean-up: Charlie

Updates / Kim

- A. Please review the updates on jruuc.org which include CRR.
 - 1. Send feedback to Carin.
- B. Schedule of BOT Representatives on Sunday mornings
 - 1. There is a new document (see above) titled: Sunday Responsibilities Schedule in Google Drive. Please keep review regularly, sign-up and keep the document up to date.
- C. BOT Binders
 - 1. Copy of JRUUC Leadership Communication FAQ 101 8/14
 - 2. Process Observer
 - 3. Process for Closing JRUUC
- D. Check signing transition effective July 1/ Status: Barb Whitney will need to sign.
 - E. Building Use/Rental Policy: Holly is will to take the lead on this.

Process observations, Closing words (Karen) and adjournment

Next meeting is October 15, 2014, 6:30 – 8 pm at JRUUC

Parking Lot Items

Unfinished business:

- *BOT Liaisons to Cmts/Teams/Task Force*
- *AI process follow-up*
- *CRR/conflict resolution/Health Communication Team?*
- *BOT highlights for newsletter*
- *Alcohol and Tobacco Policy*
- *Plaque for members that have died*
- *Suggestion Box*