

## UNITARIAN UNIVERSALIST CHURCH OF CHATTANOOGA BOARD OF TRUSTEES MEETING

**July 09, 2012**

### **Present:**

Wendes Jones, President	Alan Larson, Treasurer
Frank Caperton, President Elect	Diane Reed, VP Resources Ministry
Elaine Hill, Past President	Nicky Ozbek, VP Congregational Ministry
tom kunesh, VP Religious Growth Ministry	Jim Welborn, Recording Secretary

### **Guests:**

Lynne Higgins, Maurine Olin

### **Call to Order:**

- The meeting was called to order at **6:31 pm** by **President Wendes Jones**

**Opening and Chalice Lighting:** **Elaine Hill** gave a reading on a fresh start and new beginnings.

**Check In:** BOT members and guests gave a brief statement on how their day or week was going.

**Agenda additions:** Participation in commission prayer was added to new business.

**Approval of Minutes:** George Helton had suggested a change under janitorial services from \$3500 per year to read \$3900. Also under old business delete "and chairman". **Frank Caperton made a motion to approve minutes as amended. Diane Reed seconded the motion and motion was approved.**

### **New Business**

#### **Guests**

#### **PIC for monthly drumming (2 attachments): Social Justice Committee**

- Lynne Higgins will be responsible for facility
- Tom kunesh has reservations by not hearing from other committees.
- **Diane Reed made a motion to approve the schedule for PIC as presented so they can proceed and Lynne will coordinate with other committees and if no interest then pull plug. Frank Caperton seconded and board approved.**

**Membership process and Timeline:** Maurine Olin presented a New Member procedure including classes, ceremony and fellowship. A New Member Sunday is planned for either September 16 or September 30 with details and format to be worked out.

#### **Presidents Report: Wendes Jones**

- Board Covenant-A new board covenant will be formulated during the board retreat.
- Name tags-Board members will have name tags with position and in a different color.
- Keys and Codes-Each board member should get with Chris and get checked out on the alarm system and get a key if you don't already have one. Diane Reed raised a concern about who all had keys and if we should re-key the doors and get new keys. Diane will get with Chris and see when new locks and keys were distributed and how old keys were collected or decoded. Put on next month's agenda for follow-up.
- "Lessons Learned"-Bring ideas to the retreat on Friday evening for everyone to discuss.

- Prayer at Commission Meeting-Wendes informed the board that the new procedure for prayer at commission meetings has been approved and we are on the list to get a participation letter. After a lively discussion, **tom kunesh made a motion that we anticipate the letter, fill it out, get on the schedule and then we can formulate our response. Diane Reed seconded the motion and board approved.**

**Treasurer's Report: Alan Larson**-No financial report for June 2012. Finance committee meeting is scheduled for Tuesday, July 10. We need to change names on bank signature cards. Those listed should be Diane Reed, Alan Larson, Wendes Jones and Daidee Springer. See Chris for information needed for cards.

**VP Congregational Ministry: Nicky Ozbek**-No report

**Religious Growth Ministry: tom kuensh** is working with the committees to determine what policies and procedures are and how they can be improved. tom would like to move the forum to the sanctuary to accommodate more attendees as well as make it easier for members to attend by not having to use the stairs or the outside walkway. Nicky Ozbek voiced concerns about interfering with the choir and rehearsals for the service and setting up the sound system. For the summer the choir is not meeting and tom was encouraged to try for part of the month of August after discussion with forum members. If there is an anticipated time change for forum, it will need to be discussed with forum members. The forum is not meeting during the month of July.

**VP Resources Ministry: Diane Reed** presented the official quote from **DBL Cleaning Services, LLC for janitorial services for the church.** They quoted church cleaning one (1) time **\$75 per week** with Environmentally Friendly "Green" Cleaning products. Cleaning will include Sweeping, Mopping, Dusting, Vacuuming, Cleaning Bathrooms, Nursery, Sanctuary, Kitchen, Entry glass doors, Offices and fellowship area. DLB Cleaning Services was pre-approved if could do for \$75/week. Diane will set-up starting date and have a 6 month review. Chris should be the administrator. Wendes Jones recommended that we get a job description written by the personnel committee for janitorial services. **tom kuensh made a motion to accept contract and for Chris Tregaskis to be administrator and set hours for cleaning. Nicky Ozbek seconded the motion and the board approved.**

**Old Business:**

**Church Signage:**

**Navajo road-Lynne Higgins** presented proposals for up-grading the Navajo road sign

**Diane Reed made a motion to give first reading approval for new sign of \$3000 or less with funds coming from the building reserve account and will revisit in August for final approval of quote and drawings. The motion was seconded by Frank Caperton and passed by board.**

**Cell Tower-Stephanie Polen** has been trying to contact AT&T about maintenance of the cell tower and has not had a response. It was decided to move forward with a letter to see what is needed to refurbish the cell tower sign and how it should be handled without damage to AT&T equipment. **Wendes Jones** will write letter and send copy to Frank Caperton and tom kuensh for review before mailing.

**Neighboring fence encroachment**-A second letter will be sent to neighbor pointing out that we have not received a reply to our first letter. The letter will be sent by certified and regular mail. **tom kunesh will hand deliver to the gentleman and discuss proposals. Wendes Jones will draft the letter.**

**Board Vacancy:**

**VP of Outreach & Nominating/Leadership Development-** Jim Welborn and Frank Caperton will submit names for approval at next BOT meeting.

**Photo of Jeff Briere:** Alan Larson will have photo with suitable frame by Sunday.

**Recycling options:** Diane Reed proposed terminating the current recycling program and replacing it with recycle bins throughout church. They will be taken to the recycle center by members when full. The money currently spent on recycling will be applied to the purchase of containers. We are a “Green” church we should encourage everyone to participate in a recycling. Diane Reed proposed ordering 4 blue bins with lids and put them throughout church. **The motion was made by Frank Caperton to show the proposal to Sandy Kurtz and if she approves and if some of the money that is in the Green Initiative account can be used then place order. Motion seconded by tom kunesh and approved by board.**

**Review action items:**

- Lynne Higgins will coordinate the monthly drumming program.
- Maurine will finalize plans for Membership Sunday.
- BOT members are to check with Chris on alarm procedure and keys.
- Alan Larson will get new bank signature cards signed.
- tom kunesh will discuss with forum about meeting in the sanctuary.
- Diane Reed will get contract signed and start date established for new cleaning service.
- Lynne Higgins will bring back to the BOT the final quote with drawings for the Navajo road sign.
- Wendes Jones will draft letter to AT&T for refurbishing the cell tower sign.
- Wendes Jones will send second letter to neighbor about the fence.
- Jim Welborn and Frank Caperton will propose names for BOT vacancies.
- Alan Larson will complete framed photo of Jeff Briere for sanctuary.
- Diane Reed will purchase recycle bins.
- 

**Check Out:** Each BOT member made a closing comment.

**Next BOT meeting: August 6 at 6:30 pm**

**Closing Words and Extinguish Chalice:** Elaine Hill gave a reading by Charlie Brown (not the cartoon character) reminding us to start with a clean slate and look at the big picture.

**Adjourn: 9:30 pm**

Submitted by

Jim Welborn

Recording Secretary to the Board of Trustees 2012/2013

