

UCC BOARD OF TRUSTEE MEETING

OCTOBER 16TH, 2018

PRESENT: Nicky Ozbek, President; Bart Solomon, Past President; Link Christiansen, VP Congregational Life; Mary Lou Reed, VP Religious Education; Dave Benn, VP Resources; Lynna Ruth Standridge, Treasurer; Connie Cowherd, Secretary; Mandy Cowley, Church Administrator.

GUEST: Rod Harrington, Iris DeLaPaz

OPENING WORDS: Lynna Ruth

SHARING OF JOYS AND CONCERNS: completed

APPROVAL OF MINUTES: Lynna Ruth makes a motion that minutes be accepted. Connie will add a couple of sentences explaining graphs presented by Lynna Ruth last month. Mary Lou seconds. Minutes approved.

TREASURER'S REPORT: Lynna Ruth – See report. Lynna Ruth reports there is a YTD surplus largely due to the number of pledges coming in as we had hoped they would. Connie makes a motion to accept this report, Dave seconds.

VICE PRESIDENTS REPORTS:

- VP Congregational Life: Link Christiansen confirms the Vinyl Café will take place on December 8th. Point of contact is Lynn Higgins. Christmas stories by Canadian Humorist Stewart McClain will be played. Music will be played between stories and refreshments served. Donations accepted.
- VP Outreach – N/A
- VP Religious Education – Mary Lou reports RE will follow up on contacts received at UCC's Pride Booth earlier this month.
- VP Resources - Dave - no report.

INFORMATIONAL ITEMS:

Polices to develop:

a. photo/video Consent Policy and form. Ministerial Search Committee (MSC) is making a video to share with ministerial candidates. Mandy and Iris will develop a Google consent form. Nicky will help with writing a policy.

b. background checks for Board members & RE teachers. The Board members agreed. Nicky will write the policy and present for Board approval.

c. Privacy/data/file storage – Mandy reports she 1) backs up our files to the cloud once a week. 2) There is a flash drive in the safe containing our Policy Manual and Bylaws. 3) Any

data entered into Power Church is safe. 4) Two locked file cabinets in the office need to be sorted through; those needing to be kept need to be scanned and filed. Mandy works on this as her work load permits. Mandy will review current policies regarding record retention, personnel records and pledge credit card numbers.

Fundraising Updates:

- Santa pictures with Rich Dyer will be after service on Sunday November 28th.
- Opera concert – Friday November 9th
- Vinyl Café – Saturday evening 7 until 10 on December 8th
- Auction? February. Bart spoke with Bill Derrickson about reconvening previous auction's committee. Five members agreed.
- Swap Meet - Sunday after service on December 2nd will include vendor tables.
- Nicky has spoken further with Todd Olson about having **Out of Silence** play at UUCC. Nicky is still looking for a UUCC group to own this endeavor. ? Social Justice

Update on Members to move to Inactive: Mandy mailed letters on October 2nd to inactive members. Members wishing to become inactive will be removed on November 1st.

New Member Sunday: November 18, 2018 followed by a potluck luncheon.

Easement/Driveway: Mandy ask for help with communicating with local government regarding the deterioration of concrete at end drive/easement on the right. Dave reports the deterioration is due to flowing stream erosion. East Ridge City does not want to get involved telling Mandy it is the owner's responsibility. Dave will continue to follow up on this.

DECISION ITEMS:

- **Rod Harrison's Contract** – Rod shared with Board members his employment history and how he came to be at UUCC. He informed Board members he is not here with an agenda but to serve UUCC in fulfilling the duties of a minister and assist us in achieving our goals. The Board, in an executive session led by Nicky, discussed Rod's contract and the total expense as written. Background check has been completed. Link calls for the question. Nicky calls for a vote to approve this contract written specifically for an interim minister. Six voting Board members were present and voted unanimously to proceed with employment of Rod Harrison as our part time interim minister.
- **Electronic Voting Policy** has been reviewed by all members. Lynna Ruth moves this policy be accepted. Mary Lou seconds this motion. Policy approved unanimously. Mandy will put new policy in our Policy Manual and get website updated. See attached policy.
- **Committee on Ministry** – UUCC's Committee on Ministry (COM) dissolved before employment of our recent "Developmental Minister", Cathy Harrington. During Cathy's employment a Transition Team served as Cathy's point of contact. This Board believes it

is time to reinstate this 3-member committee. UCC Bylaws acknowledges this “continuing body to focus on all aspects of the congregation’s ministry.... The COM shall assist and support the Minister.....”. Following discussion, it was decided that an Ad Hoc committee comprised of Nicky, Link, and Mary Hunter will serve as the COM until June 2018’s Congregational meeting. Link will notify the Nominating Committee of our intention to reinstate the COM will our next fiscal year.

- **Electronic motion** October 27th - Lynna Ruth makes an **electronic motion** asking the Board to approve an expenditure of \$125 from the music enhancement fund.

Jennifer requested that we cut the check for the opera singer (Kristin Moye) from the Music Enhancement Fund. This is a temporarily restricted account, which requires a board vote for expenditures. There is currently \$1,748.54 in the music enhancement fund and this would be an expenditure of \$125. Need this approval before the next board meeting.

May I have a 2nd? Link seconds the motion. Motion passed unanimously.

POLICIES PASSED: Electronic Voting Policy

ACTIONS TAKEN: Reinstate the Committee of Ministry

CLOSING:

- Next Meeting – November 20th. There will be a transgender dinner upstairs. The Board will meet downstairs.
- Open/closing words next meeting – Mary Lou
- Closing words – Lynna Ruth

MEETING ADJOURNED AT 8:08

Respectfully submitted,

Connie Cowherd, Board Secretary

Approved by Board November 20, 2018

Treasurer's Report

September 2018

Balance Sheet (Assets and Liabilities)

- 1) The dividends/interest from the Duncan T-Bills (Account 1381), totaling \$168.76, was transferred into the general operations checking account. Another transfer will be made after these T-Bills mature in January.
- 2) Current Liabilities shows negative balances on payroll taxes. Due to a mix-up, the employer portion of Social Security (2217) and Medicare (2219) taxes were overpaid in September by \$139.26. The quarterly 941 report is requesting a refund.

Income/Expense Statement (Incoming versus Outgoing Cash)

- 1) The current year pledges (Account 4030) for September totaled \$15,679, bringing the total for year-to-date to \$49,361. Compared to budget, we are roughly \$6,500 ahead.
- 2) No Cell Tower (4703-005) rental payment was received, because September was paid in August.
- 3) The \$100 previously charged to Developmental Minister (5401) was returned to Worship Programs (6170).
- 4) Total income = \$17,670. Total expenses = \$16,546. Total "profit" for month = \$1,125. As of now, year-to-date revenue exceeds expenses by \$21,677.

Endowment Fund at the end of September was \$97,275, which was \$240 lower than the previous month. By the time of the Finance Committee meeting (October 11), the balance was in the \$93,000 range.

OCTOBER 2018 RE REPORT

K-12 RE numbers for the past month

Date	sprouts	seedlings	saplings	teens
9/23	7	7	6	4
9/30	5	8	5	2
10/7	1	7	2	3
10/14	3	7	8	1

RE Programs outside of Sunday classes since mid-September

*Native American Wednesday Nite Dinner 7 kids 20 adults (RE's once a month takeover) *Fourth Friday Fun Night Bonfire total attendance 10 kids 10 adults
Pride Parade/booth banner making 8 kids 9 adults
Pride Parade 4 kids 4 adults
Pride Booth RE & Social Justice approximately 15 UCC worked the booth in shifts
*Six Sources Group (adult) met twice with 4 members (Blake Degan organized)
Young Adults group Apple Picking October 13

Upcoming for the next month:

*October 17 Hispanic Wednesday Nite Dinner for all ages
*October 26 Fourth Friday Fun Night Trunk or Treat and Bonfire
UCC Teens will be leading an upcoming service soon

From Iris:

"I am trying to get R.E away from being silo-ed off and sequestered to the basement or only "people with families". I would love for R.E to be involved with other committee's upcoming events and for committees to be interested in helping us out with our own upcoming events as well."

From tom for Adult religious/spiritual growth:

*Beginning October 18th as a following-up on Ray Laliberte's handout from his August 'This I Believe' program: writing down our collective wisdoms, making our own Big Book folks are invited to come enjoy a potluck supper then an hour of writing with prompts provided by tom to help people get their personal narrative beliefs in writing. Wowzers continue to work on getting an interesting schedule lined up for Forum.

The RE Committee chair and BOT VP plans to administer the first DRE probationary evaluation in early November.

* indicates on-going activities happening at regular intervals

**POLICY: ELECTRONIC COMMUNICATION AND VOTING
INVOLVING BUSINESS CONDUCTED BY THE BOARD**

Policy Title: Electronic Communication and Voting Involving Business Conducted by the Board

New Policy: The board may conduct business electronically, either by telephone conference call, email or some other electronic means under certain circumstances: (1) there is some urgency in the matter, (2) a quorum responds to the email request for action, and (3) all board members agree the matter can be disposed of in this fashion with limited debate. Since the internet is a public forum and not a secure environment, no sensitive discussions should be conducted by email. If a secure service is available, it can be used. Sensitive matters are best handled in face to face meetings or by telephone/teleconferencing. Any confidential matter dealing with personnel, ethics issues or actionable personal performance matters will be conducted by email only on a secure system, but more preferably in face to face contacts or by telephone

Purpose: Guidelines for voting on board motions by email:

A. When a motion is to be made by a Board member, the Board member making the motion should create a "Subject line" for the motion, which includes the words "Email Motion..." followed by a brief description of the motion. This alerts all Board members to the importance and the nature of the email.

B. The President or acting chair oversees the process of the motion, including discussion, per Robert's Rules of Order. The target time line for the process is 24 to 48 hours for discussion with discretion to the chair. The discussion that ensues must be pertaining to the motion under consideration. Only one active motion may be on "the floor" at any one time. Only discussion pertinent to that motion may be included in each Email Motion.

C. The Chair insures all Board members are accounted for in the Email Motion discussion to assure there is a quorum of voting members "logged" in for Email Motion discussion.

D. The Chair maintains neutrality and encourages all pertinent discussion as is required by Robert's Rules of Order.

E. The Chair calls for a vote when relevant discussion is exhausted, by reiterating the motion, the second and calling for a roll call for the vote. The vote tally is reported back to the Board by email to include Yea votes, Nay votes, abstentions and absences. The motion passes or falls by the tally.

F. The Chair directs the Administrative Services Officer to capture the pertinent information about the motion to be recorded in the minutes of the next scheduled Board meeting. Email Motion votes will be recorded in the minutes as Email Motion votes.

