

Unitarian Universalist Church of St. Petersburg
Minutes of the Meeting of the Board of Trustees
August 14th, 2013

Present

Board Members: Greg Burton, President; Penny Duff, Lori Price, Dani Skrzypek, Ian O'Hara and Katy Korb (ex-officio)

Clerks to the Board: Keevy McAlavy and Barbara Rowell

Guests: Holly Smith, Michael Pohl and Nick Wheeler

1. Greg Burton opened the meeting at 7:09 PM
2. Ian moved that the minutes from the July meeting be approved with corrections. Penny seconded and the motion was passed.
3. Treasurer's Report: Greg reported that a Profit and Loss Statement had been drawn up by the church's new bookkeeper, Pam Kemp, for the fiscal year 2012-2013 as well as for July 2013. He said that a recent over payment on 941 payroll taxes would be refunded to the church. He reported that Pam currently comes into the church every other Tuesday to cut checks and also once a month to reconcile the bank accounts.

Greg reported that Alex was still helping Pam and was making arrangements for funds to be transferred from the endowment to general funds as needed.

Greg raised the issue that going forward the board would need to decide on a policy regarding fundraising to be either specific to a church program or to the general fund. Michael Pohl added that in 2010 the church had updated its fundraising policy.

Greg reported that Reggie was busy working on getting the final electrical engineering component of the air conditioning study completed. Greg stated his believe that it would be at least three months before any work on the air conditioning system could begin.

Dani reported that she now has a new assistant financial secretary named Dale Potter.

4. Worship Committee Report: Penny reported that a new accompanist had been hired, named Robbie Eccles, who would start on August 18th. She expressed excitement about the new music program and new music director Nic Filzen. For the current fiscal year the music program will be a part of the worship committee, upon the request of the new director. The adult and bell choirs will now be practicing on Tuesdays instead of Thursdays. She reported that the organ is in need of a repair.
5. Office Manager's Report: Nick Wheeler presented a written report to the board with several issues that need to be addressed. He requested a complete job description of the custodian position since he will be overseeing the work.

Nick requested that the current building use agreement be revised in order to make it easier for him to inform potential users of the church.

Dani made a motion to setup a committee to update the policy concerning the use of the church facilities and the building use agreement, to be comprised of Jane Fanning, Ian O'Hara and Lauri Clement. Ian seconded the motion and it passed unanimously.

Nick reported poor service from Verizon for the church's telephone and internet service.

UUSP does not have a clear and separate tax exemption policy. We are under the umbrella of the UUA. Nick will contact the UUA to get an explanation of that and see if we can file a 1023 for tax exemption.

Nick will explore allowing congregation members to use credit and debit cards to pay pledges.

Nick will redo Scope for the September-October issue, updating it and it more visually appealing and current.

Penny moved that the church switch from Verizon to Brighthouse Cable as the church's telecommunications provider. Ian seconded and the motion passed unanimously.

Nick reported that he was looking at options to replace the current leased copy machines. He reported that the current lease costs the church approximately \$500 per quarter. He further reported that the current lease allows for up to 10000 copies to be made per month but that the church's current use was only about 3000 copies per month.

Nick reported that the church currently has several unused electronic items and decor pieces. He requested permission to sell the unused items on behalf of the church.

Nick reported that the kitchen was in need of a professional cleaning and that he would follow up with building and grounds committee on this issue.

Nick requested an office credit/debit card to make purchases on behalf of the church for office supplies.

Dani moved that the church set up a separate bank account for petty cash to fund a debit card for the office manager. Ian seconded the motion and it passed unanimously.

Nick reported that the current general survey given to all members had a higher response rate than the music survey completed a couple of months back. He agreed to print a stack of hard copies of the survey results and make them available to the membership.

6. Thank you notes. Dani reported that the thank you notes to members who made pledges were completed but not yet mailed. She stated that Nick Wheeler would mail them out within the next week.
7. Buildings and Grounds. Holly Smith reported that a large amount of paint chips from the building next door had fallen into the organic garden during repainting. Nick agreed to speak to the next door neighbor about having the paint chips cleaned up.

Greg adjourned the meeting at 9:05 PM.

Action Items:

1. Nick Wheeler will look into options about leasing new copy machines.
2. Jane, Ian and Laurie will setup a committee to review the current building use agreement and recommend policy changes.
3. Greg will setup a separate bank account to fund a debit card for the office manager.
4. Dani will review church policy on fund raising and contributions, especially related to committees.

Respectfully submitted,
Kevy McAlavy, Clerk to the Board