

Unitarian Universalist Church of St. Petersburg  
Minutes of the Meeting of the Board of Trustees  
September 10th, 2014

**Present**

Board Members: Lori Price, President; Ian O'Hara, Barbara Dvorak-Riddle, Laurie Clement

Clerk to the Board: Keivy McAlavy

Guests: Dani Skrzypek, Deb Robinson, Dale Potter, Milagros Padilla, Marcile Powers, Sally Carville, Michael Pohl, Barbara Rowell and Meredith Keith-Chirch

Absent: Jane Fanning (excused), Cynthia Patterson (excused) and Jim Peters

1. Lori opened the meeting at 7:08 PM.
2. Ian moved to approve the agenda, Laurie seconded and the motion passed.
3. Barbara moved to approve the minutes from the August meeting. Ian seconded and the motion passed.
4. President's Report  
Lori waived the President's report in order to give Sally more time to go over the financials.
5. Treasurer's Report  
Sally provided everyone with a newly formatted board financial summary. She reported that July pledges included extra donations made in the previous year but designated for the current fiscal year. On the report, the budget to date is averaged over the year and does not incorporate the fact that there is a slow down during the summer months. The net designated in flow includes share the plate funds for designated Social Justice projects. Sally told the board it could vote, and is not illegal, to use designated funds for purposes other than those originally intended. Sally reported that the previous fiscal year ended with a net loss of \$24,696.

Sally said she would upload the financials to the documents section of the church's public website.

Sally reported that the share the plate donations from June amounted to \$72 and needs to be disbursed to Equality Florida.

Lori noted that in the future sharing the plate needs to be approved by the board before hand.

6. Office Manager's Report  
Pat reported that the church's security alarm code had been changed. She said that a technician would be coming out next Tuesday to fix the security systems telephone connection. She suggested that the security system be upgraded to a wireless connection instead of a telephone connection to prevent these kind of problems in the future.

Pat reported she is still working on getting a price to replace the computer.

Pat requested that all users of the building use the login sheet when entering and leaving the building in order to prevent the alarm being set with people are still in the building.

7. Program Council

Laurie submitted a typed report. She stated that 18 people attended the meeting.

8. Building and Grounds Report

Lori Price reported that the AC work is scheduled to begin in two weeks.

Laurie Clement reported that Renee Carol, a professional cleaner is scheduled to begin cleaning the carpets, upholstery etc. She also reported that Travis is planning to paint the walls in the kitchen. She reported that some new windows will be installed upstairs in Conway on Thursday 9/11.

Laurie stated that a place needs to be found to store the copper piping for the new AC work.

Laurie moved that no food or drink, except water be allowed in the sanctuary. Barbara seconded and the motion passed with one nay vote. Pat agreed to make up the signs.

Laurie reported that the new policy on building usage is now completed.

Dani reported that the Friday picnic will have a new time starting October 3rd. The new time will be from 6pm to 8pm. There will be no further picnics until October. Other changes to the picnic include no building access and all activities will be on the playground. Laurie stated that Reggie will purchase extra folding tables for the picnic to be stored in the little house. Storage of food on the premises will no longer be allowed.

Deb Robinson reported she would be in charge of the picnic while Reggie is on vacation.

Barbara suggested this would be a good time for the board to consider moving the picnic to another night besides Fridays. She said this would allow wedding parties to hold events on Fridays.

9. Religious Education Committee Report

Michael Pohl reported that the church had hired Christina Sisson to be the new Lead RE Instructor. The position is for 5 hours per week. He reported that beginning in October or November RE would be providing two classes a week, one for younger children and one for older children.

Michael reported that on November 2nd Joran would be speaking from the pulpit for an inter-generation day service that will coordinate with RE and involve the children.

10. Worship Committee

Marcile Powers provided her report via email. She asked to be informed of the process to request checks for speakers. Laurie replied that Pam is in the office every other Tuesday to cut checks. She suggested putting in the request before the Sunday the speakers were to appear so that a check would be ready for them after service.

## 11. New Business

Laurie moved to approve Jack Donovan as a part time contract minister. Ian seconded and the motion passed unanimously.

Barbara moved to change the date of the townhall meeting from September 28th to October 5th. Ian seconded and the motion passed.

Laurie moved that the church hold a meet and greet potluck for Jack Donovan after service on September 28th. Ian seconded and the motion passed.

Laurie moved that Smart Church will begin on January 24th, 2015. Ian seconded and the motion passed.

Sally provided a printed list of duties for the Treasurer and Assistant Treasurer.

Lori reported that Sula had requested to sell garage sale type items in Gilmore Hall after service on the next Sunday. All funds would be donated to the church. Ian stated that traditionally the church sets aside time between Thanksgiving and Christmas for any church member to setup a table to sell items after service.

Laurie moved not to accept the request as it would be setting a precedent. Ian seconded and the motion passed.

## 12. Old Business

Lori reported that Jack is willing to speak three Sundays a month even though he is only hired on a part time basis.

Lori reminded the BOT that the church is required to have an annual financial review by an independent party. Sally spoke with Kathy at the Tarpon church about exchanging reviewers. Rob Sanborn has volunteered to be the reviewer from our church.

Lori reported that yearly voluntary disclosure forms need to be filled out by each board member. The forms will be stored in the safe and shredded at the fiscal year end. In addition anyone working with children in the church will also need to fill out a disclosure form.

Laurie objected to having social security numbers and dates of birth on the forms. Michael replied that background checks are a separate issue from the disclosure forms. He stated he would review the forms for changes.

Lori asked for any ideas or volunteers for the church's upcoming 100th year anniversary. Laurie suggested keeping it simple by having a potluck dinner after service on a Sunday in January.

Lori reported no one has yet to volunteer to head up the hospitality committee.

Lori reported that Joran had requested to rent an upstairs room in Conway. Barbara suggested the board table the discussion until January.

Lori adjourned the meeting at 9:12 PM.

Action Items:

1. Pat will make up signs prohibiting food and drink in the sanctuary.
2. Michael Pohl will review the voluntary disclosure form for changes.

Respectfully submitted,  
Kevy McAlavy, Clerk to the Board