

Unitarian Universalist Church of St. Petersburg  
Minutes of the Meeting of the Board of Trustees  
November 12th, 2014

**Present**

Board Members: Lori Price, President; Jane Fanning, Ian O'Hara, Barbara Dvorak-Riddle, Laurie Clement, Cynthia Patterson, Reggie Craig, Jack Donovan (ex-officio)

Clerk to the Board: Keevy McAlavy

Guests: Dani Skrzypek, Dave Coale, Sally Carville, Michael Pohl, Pat Fearn (office manager)

1. Lori opened the meeting at 7:05 PM.
2. Cynthia moved to approve the agenda and the motion passed.
3. Cynthia moved to approve the minutes, with corrections, from the October meeting. Jane seconded and the motion passed.
4. Minister's Report

Jack reported that a session of UU101 was completed the previous Sunday.

Jack reported that he met with the people attending a recent Friday night picnic and had some good conversations with them. He stated he also attended the board retreat from the previous Sunday.

Jack reported that UU St Pete will be hosting the annual cluster holiday service this year on Tuesday December the 9th. He said that eleven other congregations make up the cluster.

Jack reported on ideas concerning the upcoming centennial celebration. He was thinking about a theme for the celebration to be 'Love is what makes a Unitarian a Universalist'. He also reported that the committee is asking permission to use the membership list to seek donations and to sell momentos as a fundraiser.

Jane said that the centennial committee already has a \$1200 plus budget.

Lori said that as long as the purpose of the requests for donations was clear she didn't have a problem with the request.

Sally stated that according to the church bylaws the board needs to vote.

Cynthia voiced her concern that it would negatively effect canvas.

Barbara was hopeful that the centennial celebration would increase church membership.

Barbara moved to approve the request of the centennial committee with unused funds from their fundraiser being spent towards the UUA dues. Ian seconded the motion and the motion passed.

5. President's Report

Lori stated she was out sick for a couple of weeks and missed the board retreat.

Lori reported on comments concerning changes to the order of service. She read Deloris Benjamin's comment that she prefers the verbal joys and concerns rather than written ones.

6. Office Managers Report

Pat reported that there are now two new leased copiers in the office. She reported she is also getting quotes to upgrade the fire alarm and security systems. She reported there is still no working front office computer.

Pat reported that she will be meeting next week with a group of five families interested in using the church for home schooling children ages 3 to 10. They are requesting use of the church facilities starting in January on a one day a week basis.

7. Treasurer's Report

Sally reported that the board financial summary will include last year's budget numbers included for comparison as soon as six months of the fiscal year have been completed.

Sally reported that on the expense reimbursement forms she removed the option for paid expenses to be applied to a member's pledge.

She reported that pledges are under budget year to date but so are expenses. She said that around Christmas time pledge amounts are generally higher.

Sally requested board approval to reformat and amend the 2015 budget with updated information. She stated as of right now there is a budget surplus of \$1478.60 available. She suggested giving the surplus to either the UUA, Religious Education or to the office manager as a raise.

Ian moved to allow Sally to reformat and amend the budget and to give the surplus to RE. Barbara seconded the motion and the motion passed.

8. Program Council Report

Laurie reported that the Program Council had not met since the last board meeting.

9. Religious Education Committee Report

Michael Pohl reported that the committee was looking for a new instructor to replace Christina by January. The position will be for two to three Sundays a month.

10. Worship Committee Report

Lori reported that the Worship Committee still had three outstanding requests from the last board meeting.

A. Revisions to the wording of the Worship Committee Charter

Laurie moved that in the future each committee will nominate a person to be their chair for board approval. Jane seconded the motion and the motion passed.

- B. Revision to allow non-member to co-chair Worship Committee  
Lori reported that the second request had been withdrawn by the committee.
- C. Clarify role of church employees as Worship Leaders  
Jack asked if the board is happy with the current bylaw prohibiting employees also being members. Lori said she approved of that bylaw and had received feedback from previous BOT presidents that the bylaw should remain in place. There was discussion about worship leaders being selected and about all church employees being able to participate in services. Lori stated that since the minister is a member of the Worship Committee he or she will help vet worship leader nominations.

Dave Coale said the Worship Committee should not delegate up. He recommended that the committee make a specific recommendation for the board to vote on.

Barbara said the board doesn't want to impose a policy on the Worship Committee.

There was no motion nor a vote on this request. Lori will convey this to the Worship Committee and ask that they make a recommendation.

## 11. Old Business

- A. Financial Review Required  
Sally reported that the Tarpon Springs church no longer wishes to swap third party financial reviewers. Discussion followed about possible finding people who would do it pro bono.
- B. Voluntary Disclosure Forms  
Michael Pohn reported that the voluntary disclosure form as currently implemented is in line with UUA and other organizations. He recommended leaving the form alone but also adding an explanatory cover letter and putting security procedures in place. The forms are to be filled out by all board members and anyone spending time with children.  
  
Lori said the forms will be kept in a manilla envelopes in the safe and will be shredded on an annual basis.
- C. Need for Hospitality Chair / Committee  
Lori reported no one has volunteered to chair the Hospitality Committee

## 12. New Business

- A. Appointment of New Board Member  
Lori reported that due to Jim Peters resignation from the board that she has asked Reggie Craig and he has agreed to take his place for the remainder of the fiscal year.

Cynthia moved to accept Reggie Craig as a member of the board. Jane seconded the motion and the motion passed.

B. Smart Church Dates

Jane reported that the 2015 calendar dates for Smart Church are set. There will be three Saturday sessions from 10am to 4pm and two Thursday sessions from 6:30 to 8:30pm. The Saturday sessions will be held on January 24th, March 14th and May the 2nd. The Thursday sessions will be February 19th and April the 2nd from 6:30 to 8:30 P.M.

C. Request to change to Consent Agenda format

Jane reported there is a request to change the board's agenda format.

D. Canvas

Cynthia recommended starting canvas early this year.

A suggestion that canvas begin on Monday January 5th with a wine and cheese party. Jack stated that the start of canvas can fold in with the centennial celebration.

A suggestion to complete canvas by February the 15th was put forward. Barbara suggested when a member returns their pledge card they get a nice dessert.

Reggie suggested a reminder note be sent to returning members to pledge for this current year.

Cynthia stated that she could not chair Canvas this year. Dani volunteered to explore finding people to run a canvas committee.

Lori adjourned the meeting at 9:20 PM.

Action Items

1. Jane will distribute a one page explanation of a consent agenda to all board members.

Respectfully submitted,  
Kevy McAlavy, Clerk to the Board