

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

Present

Board Members: Jane Fanning, Ian O'Hara, Barbara Riddle-Dvorak, Laurie Clement, Cynthia Patterson, Reggie Craig, Jack Donovan (ex-officio)
Clerk to the Board: Keevy McAlavy
Guests: Sally Carville, Pat Fearn (office manager)
Absent: Lori Price (excused)

1. Jane opened the meeting at 7:07 PM.
2. Approval of the minutes from November tabled until the next meeting
3. Minister's and Administrative Report
Jane reported on three issues that Pat the office manager wanted included in the meeting. She wanted to remind everyone of the importance of signing in and signing out for building access. Also the front office computer is as of yet not fixed and an estimate for repairs to be around \$200 to \$300. Finally any requests relating to the order of service Sunday bulletin should be submitted to the office by noon on Thursdays.

Jack reported that he had more pastoral visits and conversations on many spontaneous occasions. He plans on keeping track of the number of future visits or conversations.

Sally said that the Power-Church software already has this feature.

Jack reported that the Dickens discussion group is continuing and it has been a rewarding experience for those attending. The cluster holiday service went well on the previous Tuesday. Jack reported that he had attended many church committee meetings. He said he is available during office hours but requests people to call ahead.

Laurie raised her concern that in the upcoming Christmas eve service that people would not leave promptly thereby leaving candles to drip on the floor. Jane said that freezing the candles ahead of time helps to prevent them from dripping.

Jack stated that he is planning on a short one week vacation after Christmas.

Jack reported that was planning on a discussion group series entitled 'The How-To of Covenant Groups'.

Jack stated that people in the congregation seem to be more engaged in the church now. He sees more positive attitudes and less confrontation.

It was reported that Caleb Cain had requested approval for a one time sale of buttons at the church.

It was decided that a holiday bizarre open to all members of the church would be held on

Sunday December 14th according to the policy previous approved by the board.

4. Co-Vice President's Report

Barbara reported that according to the church's insurance policy the church should not be renting to people or organizations who do not have a certificate of liability. This does not apply to weddings or funerals.

Barbara moved that until further notice all rentals be put on hold, except for one time rentals, until the AC renovations are complete. Reggie seconded the motion and the motion passed.

Sally asked if AA type of meetings are exempt from the liability certificate requirement. Barbara said she would consult the church's insurance agent.

Jane reported that visited All Souls UU this past summer and like their endowment donation brochure. She suggested the church produce something similar. She asked for suggestions and someone to volunteer for the project. Wording would have to be run by the church's lawyer before it could be distributed. Sally said the UUA probably has a template available for this type of brochure already.

Jack reported that the centennial committee identified six projects in need of capital improvements: fire alarm system, sound system, parking lot, exterior paint, handicap elevator and the bell tower.

Reggie reported that an anonymous donation in the amount of \$5000 has already been given towards the fire alarm.

Jane expressed her concerns that the capital campaign would have a negative impact on canvas. Laurie stated that the board should capitalize on the renewed energy in the congregation and this is an opportunity presented by the 100th anniversary.

Sally stated the church now has a policy in place for accepting donations of appreciated stock. It is the only non-cash type of financial donation is church is able to accept. Sally said she'd put a notice in info-net about it.

Jane described how a consent agenda works. She explained how it is more efficient than the current agenda style used by the BOT. She said it prevents re-discussing issues already dealt with in committees.

Cynthia moved to use the consent agenda style for future board meetings. Ian seconded and the motion passed.

Jane recommended that a board retreat be held on February 1st from 12 P.M. to 2 P.M. after church service.

5. Treasurer's Report

Sally reported that the church is still in need of funding for the current fiscal year. She would like to schedule a fiance meeting by the end of January. Jane suggested making it part of the upcoming board retreat.

Sally reported that the church's bookkeeper is using the accrual accounting method and therefore sometimes the board financial reports change. She stated her concern for the YTD income which is approximately \$18000 less than budgeted. She suggested the biggest reasons for this to be low pledges and a decrease in building rentals.

Sally reported the AC project has been removed from the church's liability sheet since the endowment is now directly paying those expenses. Also the church recently got a \$9000 reimbursement payment from the endowment for bills already paid by the church for the project.

With regards to the Minister's Discretionary Fund, Jack stated he would focus on helping members of the congregation. He also stated he was willing to offer a discussion class on homelessness. Reggie stated that he has a 19 page document providing a list of local services available to homeless or other people in need.

Jack stated his desire to place a notice in info-net requesting pledges.

6. Building and Grounds

Reggie and Laurie reported that a lease option exists for a new fire alarm system. A very preliminary estimate of the price would be approximately \$800 per month. To buy it outright would cost approximately \$40000. No fire suppression would be included in the system.

7. Old Business

- A. Financial Review Requirement - no update
- B. Revised Voluntary Disclosure forms for BOT - no update
- C. Need for Hospitality Chair - no update
- D. Legal report on employees as participants in worship - no update
- E. Canvas

Dani recommended canvas be held between mid-January and mid-February. The board agreed in principle but no vote was taken. ??? proposed a canvas committee consisting of Dani, Sally, Laurie and Jack.

Sally said that she did not recommend an early canvas because the due date for the pledges would be a long time after the canvas.

8. New Business - New Mission and Vision Statements

Jack reported that the new statements developed in the last year and a half were never finalized. He stated that are currently being used intermittently with old statements. Jack said he has some recommendations on how to improve the new statements. He said the word 'interfaith' is a powerful word that only UUs fully embrace and it is not used in any of the statements.

Laurie recommended that until finalized, the church could continue using the new statements but without the headings of Mission or Vision. The board agreed with no vote taken.

Jane adjourned the meeting at 9:44 PM.

Action Items

1. Cynthia will scan the All Souls endowment brochure into an editable form and email to all board members.
2. Reggie will find out if the fire alarm upgrade is covered under the existing HVAC approval if there is any projected funds surplus available after the HVAC project is completed.

Respectfully submitted,
Keivy McAlavy, Clerk to the Board