

Unitarian Universalist Church of St. Petersburg
Minutes of the meeting of the Board of Trustees
June 10, 2015

Board Members Present: Lori Price, President; Reggie Craig; Andy Chirch;
Rev. Jack Donovan, *ex-officio*

Absent, excused: Jane Fanning, Laurie Clement, Cynthia Patterson, Ian O'Hara

Guests: Sally Carville, Michael Pohl, Dwight Lawton, Dave Coale

1. Lori opened the meeting at 7:11.

2. Reggie moved to approve the agenda, Andy seconded.

3. *Minister's Report – see attached.* Jack highlighted:

a) Praised BOT for working together so well, putting aside differences and arguments over pet positions.

b) The Centennial Committee is exploring having an event at Studio 620 to showcase UU, pulling the congregation together for fun stuff at local points of interest and possibly sponsoring a series of lectures on What should religion be?, possibly invite Daniel Ruth as first speaker.

c) We have the new address: 100 Mirror Lake Drive. We will need to install a mailbox on Mirror Lake Dr. quickly. USPS sent out notifications to major utilities, etc.

d) Church Mutual has sent a legal letter to the City to end the Betty George case, stating that the responsibility lies with the City since the accident occurred on their property.

e) Pride - Jack will try to be back from vacation to attend church, hear sermon and help at Pride booth.

f) Jack will be available for emergencies when on vacation, 6/22-28.

g) Reggie, as head of B & G, joined this discussion. We are having a lot of false alarms, five so far, and the penalties have added up to \$450. We know the cause of two that were set off on Monday nights and learned that somebody did come into the building one Tuesday at 2:30 AM. They entered with a key but set off the alarm. We still have too many unknown keys out and may have to re-key the building. B & G will look into the cost. However, the alarm company also informed Reggie that the fire alarm has a panic button that calls the police immediately. It keeps getting hit by accident because no one knows which one it is. Lori stated that if a panic button that no one knows about and wasn't told to us in training is setting off alarms, then the alarm company needs to be responsible for the false alarm charges. Lori will send them a letter regarding that.

h) Katie Korb has removed the boxes she had stored at the church.

4. *President's Report*

~ Lori received a letter from Barbara Rowell, reminding of hurricane season, and asking

that a notice be sent to the congregation to let them know that the church is a shelter of last resort. Michael P found the notice sent out in 2012. He and Lori will update the letter and put it on Infonet. It was decided that pets in carriers will be allowed.

5. *Treasurer's Report*

a) Sally is concerned that we will be getting too much cash from Endowment each month for fiscal 2015-16. She would prefer if they could hold on to the money, keep it invested and give it to us when we need it. Darren says we can't do that. Sally will try to get to next Endowment Board meeting to discuss this with them.

b) In order to better manage the budget and keep the books accurately, we need a cutoff date beyond which we won't reimburse expenses submitted for the previous year and Sally suggests July 31. Lori asked Sally to draft memo on this to disseminate on Infonet and OOS.

c) Sally was happy to report that it looks like we'll break even at the end of the year. Lori praised committee heads who have worked creatively to accomplish their goals even while their budgets have been cut. Sally noted the increased number of congregants who have purchased supplies and not asked for reimbursement.

d) Sally's revision of the Treasurer's duties was informally approved. Andy suggested adding an Annual Report, to be done in September.

Consent Agenda Items

1. Andy moved that the Minutes for the 5/11 BOT meeting be approved, Reggie seconded, accepted.

2-4. Reggie moved to accept all Consent Agenda items, Andy seconded, approved.

Old Business

5. A Financial Review is STILL required. Lori will put another request on Infonet.

6. Facility Rental Coordinator – discussion deferred to next month.

7. Assisted Listening Loop – will cost \$6000, we have \$4000. This should be a high priority. The \$6000 includes four individual receivers for people without compatible hearing aids. Lori feels we should ask the congregation for donations and various fund raising ideas were discussed. Sally stated that we have the cash now if can be sure to pay it back. Andy moved that we start the project now with the \$4000 in the Assisted Hearing Fund and borrow the needed \$2000 from cash available in the General Fund, with the commitment that we will raise the funds to replace it by September. Reggie seconded, approved.

8. Bylaws - deferred to next month

9. Jack's contract – The BOT needs to formally vote on it. Our bookkeeper, Pam Kemp informed Sally that if Jack's contract lists \$0 salary then Jack wouldn't be considered an employee of the church and he would get no W2 or Worker's Comp. Jack suggested his salary can be \$10 per month and the balance for housing. Reggie moved Jack be compensated as outlined, Andy seconded, approved.

New Business

10. Centennial Committee –see Minister's Report. Jack will be calling the whole Committee to meet again

11. Canvas

a) The total pledged for 2015-16 is \$108,985.00. This represents 72 envelope numbers, 96 people, of whom 83 are members. Three members have not pledged.

b) Dani expressed concern that she sent out 17 emails in May to members who had not completed 75% of their 2014-15 pledge and only eight people responded. Lori and Sally suggested that Dani call the nine people who have not responded and report back to Lori and Sally within two weeks with the results.

12. Streaming GA Option - Selected sessions can be heard for \$160 - that includes nine speakers, all worship services, opening and closing festivities. Andy moved to purchase one "streaming access" from BOT Discretionary funds, Reggie seconded, passed. Andy will register. Lori made a motion that Andy be our offsite GA "delegate" for streaming access, Reggie seconded, passed.

13. Worship Committee requests that two spaces be reserved in parking lot for visitors. Dave Coale can have signs made to be placed in front of the two spaces next to the handicapped spaces in our lot. Andy moved to approve this, Reggie seconded, passed. Lori noted that we also need better signage for the location of the parking lot in general. Dani noted that there have been requests to reserve the two spaces out front for handicapped, just on Sundays. Lori will ask the Worship Committee to investigate with the City whether it would be possible to do this.

14. False Alarms – see Minister's Report above.

15 Employee Handbook - Jack stated that, in reviewing the handbook with Jeri, he believes it has two requirements that don't meet most church standards: 1) Probation period of 6 months; 2) Employee is allowed one week of vacation after one year of service. Jack would like to see probation reduced to three months and paid vacation of one week after the first six months. Reggie moved to accept these two items, Andy seconded, passed.

16. B & G Committee Report - Reggie presented 11 ideas for a Capital Drive:

Power washing and painting rest of the church (includes repairs and stucco work)

Installing a new sign on NE corner of lawn
Kitchen remodel. (We do have a donor, need to complete plans.)
Design and install divided light doors for library
New sound system
New lights for outside of building
Elevator for Conway (estimate cost at \$160,000)
ADA bathroom by office
Solar panels
Enclose patio area between Gilmour and Conway
Jack said to add replacing AC for RE rooms. Reggie will find out costs.
Lori added restoring the little room in Gilmour and fixing up the little house.
Lori and Jack feel we should set up a capital campaign team. Jack will speak to a member who has experience in fund raising. Jack will present it as a joint B&G and Centennial Committee project.

Reviewed action items, all have been done.

The meeting was adjourned at 9:22PM.

Action Items

1. B & G Committee will find out the cost of re-keying all external UUSP doors.
2. Reggie will decide on best location for a mail delivery slot of Mirror Lake side and install it.
3. Lori will send letter to alarm company stating they need to be responsible for alarms set off by the panic button.
4. Michael and Lori will update hurricane shelter letter and post on Infonet and in OOS.
5. Sally will put notice in Infonet and OOS that all reimbursement requests need to be in by July 31 for the previous fiscal year.
6. Sally will add an Annual Report to duties of the Treasurer.
7. Lori will put a notice in Infonet and OOS about the need for a Financial Review.
8. Dani will call members who have not significantly completed their 2014-15 pledges.
9. Lori will ask the Worship Committee to find out about Sunday-only handicapped parking in front of the church.

Respectfully submitted,
Dani Skrzypek, temporary Clerk