

Unitarian Universalist Church of St. Petersburg
Minutes of the meeting of the Board of Trustees
January 12, 2016

Board members present: Lori Price, president; Jane Fanning, co-vice-president; Laurie Clement, co-vice-president; Reggie Craig; Cynthia Patterson; Paul Burnore; Jack Donavon, *ex officio*
Guests: Michael Pohl; Sally Carville

Lori called the meeting to order at 6:52PM.

1. *Leadership Centering* – The BOT discussed prepared questions on Chapter 2 of Serving With Grace.

2. *Agenda approval* – Cynthia moved to approve, Jane seconded, passed.

3. *Minister's Report* – attached

- a) We're very fortunate in having Lisa and Don; both go above and beyond.
- b) Small group leaders meeting will be held on Tuesday, 1/26, 5:00PM.
- c) He and Lisa have scheduled a potluck for Wednesday, 1/27, 6:00 PM, hope it will be a monthly event.
- d) New members' meetings – Jack shared schedule, BOT members will attend.

4. *President's Report*

- a) Lori met with Darren who said he agreed that more communication was needed between the Endowment Board and the BOT. He did not commit to any changes but said he would try to attend BOT meetings – although he is not present this evening. He likes the idea of Sally attending Endowment Board meetings.
- b) Lori will be out of town for next scheduled BOT meeting, as will Jane and Laurie. Meeting will be re-scheduled for February 2.
- c) Jack and Lori met with Don as new Facility Rental Coordinator and finalized his job description. Starting next month he will give monthly reports to BOT. He will be the primary contact for all inquiries. He has started showing the church and has many good, creative ideas. Lori asked Michael to post Don's position on Infonet.
- d) UUA sent Annual Congregational Survey and new Congregational Poll. Lori filled out initial parts, sent rest on to Treasurer and Financial Secretary. Lori read a poll question that UUA sent out to determine which major issues should be on the General Assembly agenda. Respondents were asked to choose between racism, corporate money, environment and gun violence. The BOT agreed that all issues should be on the 2016 General Assembly agenda.

5. *Treasurer's report* – attached

- a) Jane questioned whether we've had a recent insurance review, have enough coverage. Yes, a review was done last year.

Consent agenda

1. Paul moved to accept all, Cynthia seconded, passed.
2. Reggie reported verbally for Building & Grounds:
 - a) Don will review our lighting to phase in led lighting.

- b) AC has been signed off by the City. Still need resolution as to who is responsible for the baseboards. Tommy is currently doing them, hope for reimbursement.
- c) Tee Taylor, a UU Friend, is coordinating fixing up the Little House to be able to use it as a community outreach meeting room and multi-function rental. She is taking out damaged wood, mold, stripping floors. She is doing it as a volunteer; we will only have to pay for possible new windows and doors. Jane warned against any overnight use. Laurie suggested that smaller groups that now meet in Conway could use it.
- d) They approved Don to spend up to \$250 for pressure washer.
- e) The kitchen now has a self-locking door.
- f) They are working on developing a procedure for removing unwanted items in the church.
- g) They are working with Lisa and Dave to create central information set-up for pamphlets, etc.
- h) Paul got estimates for 4' by 6' flags and flagpoles but various BOT members expressed concerns about costs, visibility and dealing with the flagpoles. They agreed with Lori and Laurie who felt banners, like the ones at Radius, would be more visible. Paul will find out the costs of those. Paul would like to put out a Welcoming Congregation flag, US flag, Black Lives Matter flag and UU flag.
- i) RE doors – the material will be \$1800, still need to find installers.
- j) Fred is working on an estimate for the cost of plans for the elevator shaft.

Old Business

2. Centennial Committee

Everything is set for the 1/17 event.

3. Stewardship report

a) Brunch discussions, 1/24, noon – Cynthia prepared handouts for the BOT with guidance regarding the agenda and discussion questions. She will email them. Cynthia would like each BOT member to bring 8-10 sandwiches and will complete the details via email.

New Business

4. Proposed Bylaw changes

- a) Jane gave a very professional PowerPoint presentation, showing the changes she saw as necessary in the Bylaws. She will email the presentation to the BOT. Jane also will write up the specific amendments, send to Lori for review and then to the BOT for their approval.
- b) Lori will then take the proposed amendments to our legal department.

5. Appoint Nominating Committee

- a) Per Bylaws, Jack would be *ex officio* member.
- b) Morgan Gresham, Dave or Karen Coale and Karen Frank were suggested for the Committee.
- c) Lori will speak to the above four. BOT will vote on them by email.

6. Minister's Discretionary Fund

- a) Lori recalls seeing written description of MDF but it can't be found. It used to be a budgeted line item but, for the last 15 years, it's been raised from the Christmas Eve service collection. This year Jack also sent out a Christmas appeal letter. Therefore, the Financial Secretary is unsure where to put the \$617 that was donated at the Christmas Eve service.
- b) Jack would like guidelines for how to spend a MDF. Sally said it absolutely should be "discretionary", up to Jack, but he definitely should not spend it on office supplies or professional enrichment. After discussion, the BOT decision was that it should be used for members of the congregation in need.

c) Jane made a motion that Jack submit forms for reimbursement for professional expenses he has incurred and paid for himself between July 1 and December 31, 2015. (Right dates?) Cynthia seconded, passed.

d) The \$617 will be moved from the General Fund to the Minister's Discretionary Fund.

7. Jack has been using his own computer at work, buying the ink and recently paying for repairs. Sally stated that we have a line item for computer expenses so Jack should submit his receipts.

Previous Action Items

1. Jack will wait till after the 2/6 Cluster workshop to invite Penny to a BOT meeting since the workshop's subject is how churches can work with the Cluster.
2. Cynthia is finalizing the Endowment Brochure.
3. Paul is working on the flags.
4. Interest Fair has been moved to Feb 7th at 11:45; Program Council to plan it will be Jan 31, noon.
5. Lori will figure out dates for Committee heads to submit reports for the Annual Meeting.
6. Laurie is still working on maps of Tampa Bay UU churches.
7. Reggie still needs to get final cost numbers for RE doors
8. Fred is working on estimate for architectural plans.

Meeting adjourned at 8:58.

Respectfully submitted,
Dani Skrzypek
Clerk of the BOT

Action Items

1. Paul will find out the cost of banners to place outside the church.
2. Jane will write up specific new Bylaw amendments, send to Lori for review and then to the BOT for their approval.
3. Lori will take the proposed amendments to our legal department.
4. Lori will speak to Morgan Gresham, Dave or Karen Coale and Karen Frank about being on the Nominating Committee.