

Unitarian Universalist Church of St. Petersburg
Minutes of the Meeting of the Board of Trustees
October 13, 2015

Board Members Present: Lori Price, President; Laurie Clement, Co-Vice-President; Jane Fanning, Co-Vice-President; Cynthia Patterson; Jack Donovan, *ex-officio*

Absent, excused: Reggie Craig

Guests: Karen Coale, Michael Pohl, Paul Burnore, Geneva Nelson, Sally Carville

1. The meeting was opened by Lori Price at 7:05pm.
2. Cynthia moved to approve the agenda, Jane seconded. The agenda was approved.

3. *Minister's Report* - attached.

4. *President's Report*

- a) The fire in the dumpster on September 22 was captured on video by our neighbor. The arsonist was identified and is being charged.
- b) Geneva requested permission to conduct a Ghost Tour fundraiser, with half of ticket sales going to UUSP.
- c) St. Pete Preservation is conducting a walking tour that will include UUSP on October 31.
- d) Jeri and Sabine offered to host a wassail after Christmas Eve service in Gilmour.

5. Confirmation of Paul Burnore to BOT

There are two open positions: that of Andy Chirch and of Barbara Riddle-Dvorak. Lori offered Barbara's position to Paul Burnore, who accepted. Cynthia moved to confirm Paul to the BOT, Jane seconded. All approved.

6. *Treasurer's Report*

Sally distributed and reviewed.

- a) No longer need the Kitchen Renovation Fund; we can apply the remaining funds to Assisted Hearing Fund.
- b) RE Fund discussion: They have been raising their own funds, put on Hogwarts by themselves and raised a large sum. BOT shouldn't micromanage their funds, we should just expect them to inform the BOT of their projects and major expenditures. (Sally, should I zero checks, not just put a note in the Contributions' memo line?)
- c) Michael Pohl pointed out that the RE program budget this year is minimal, based on the general budget allocation, but RE is now getting a lot of donations. RE needs a system put in place to better track money coming in and expenditures. Michael, Sally, Laurie, and Karen C. will work on this. Also, the RE Committee feels there should be money funneled in from the General Fund.
- d) Utility costs are over budget. Laurie pointed out that this is the first summer we've used the sanctuary and had AC and we're just generally using the church more.

Consent Agenda Items

1. Cynthia motioned to accept, Laurie & Jane simultaneously seconded. Motion passed.

2. SJ Committee Report

a) Meetings will be moved to Thursday.

b) Karen has clarified the process for informing everyone about STP and food collections.

c) Regarding people coming to the church asking for help: our policy is that we don't give out cash, we do make referrals to Pinellas County agencies. Copies of referral sources pamphlet will be available to all committees and in the front office. Geneva added that it is better to tell people to call 211 because their information is more up-to-date.

d) If people want to start a new Social Justice sub-ministry, there is an established procedure to go through. Karen will write that up for Infonet.

3. Building and Grounds Report

a) Laurie is trying to get hold of Phil to complete the finish work needed after AC installation.

b) Don Hill is doing much more setting up and breaking down because of all the extra activity at UUSP. He finds that six hours are not enough and asked that his work week be approved for four more hours. Discussion raised the question as to whether the extra hours are for internal church affairs or for rentals that should be charged. Jack will talk to Don to sort out.

Old Business

4. Still need a financial review.

6. Bylaws – Jane has emailed and phoned Beth but gets no response. Perhaps the entire Bylaws don't need to be rewritten, just need to address a few key points. Jane will ask for volunteers to help her do this so the Bylaw modifications can be ready for approval at the Annual Meeting.

7- Re-keying – Laurie says B & G is waiting till Reggie gets back.

8 – Sunday-only handicapped parking - Worship Committee said Jeri was going to order signs. Lori will follow-up with her as to getting them put up.

9 - Centennial Committee - November 1st will be a Homecoming/Centennial/Samhein/Halloween/Day of the Dead celebration. The usual October and November potlucks will be removed from the calendar. Wes Stevens can't attend due to illness so Jack will ask him to write something to be read at the dinner.

5- Facility Rental Coordinator position – There are still many questions about details. The longer we go without someone in this position, the more opportunities and income we're losing. Don has shown prospects around the church a few times, did it very well and would like to apply for the position. Cynthia made a motion to establish a committee to move this forward, Jane seconded, motion was approved. The committee will consist of Laurie, Jeri and Jack; they will write up competitive rates and

policies for church and building use by church members and the general public, and put it all into a reasonable and easy to understand format which Lori will email to BOT for approval.

New Business

10. Minister's change in Study Leave – approved.

11. Request for building use by Storytellers Guild, rent free. Cynthia made a motion to deny because without a payment it doesn't meet our policy, Lori seconded, motion passed.

12. Request by Uhuru to hold a pie sale fundraiser on November 8 and 15 or 15 and 22, after church, with 10% of sales going to UUSP. Cynthia made a motion to allow them to do that, Laurie seconded, motion approved.

13. Request by Jack to hold a Passover Seder at sundown on Friday, April 22, between 6:00 & 7:00pm. BOT felt this was a good idea. People running the Picnic will be informed.

14. Communications Committee - Jack wants to hire Lisa Hill for five hours per week to be Communications Head, handling internal things such as the calendar and Infonet but also much needed social media. Lisa is already doing it for free; Jack wants her to be paid at same rate she gets for RE and get a raise when start seeing results. Sally: this isn't in the budget - so what do we cut out in order to pay her? Jack: explain need to congregation, ask them to raise their pledges. Lisa will work for free until the money is raised to pay her. Paul: need a fundraiser. Jack will discuss with Lisa in more detail her time availability and pay expectations. Lori: table this until after discussion with Lisa and until BOT members can bring concrete ideas on how to raise the money.

15 - Safety and Accessibility needs for Conway upstairs – There are three primary recommendations and two of the three need a response tonight: approving the outside, metal staircase which will cost \$5000 and the three fire doors at \$1000 each. Decision: Take this to the congregation in a Town Hall meeting, asking for approval to take money from the Endowment. Set Town Hall meeting for Nov. 8

16. Leadership retreat discussion - Lori will send out Karen's report to BOT and hold discussion at next BOT meeting.

17. Enacting BOT visioning – tabled to next BOT meeting.

18. Pledging and new members – Jack and Dani will communicate more regularly about new members who do or do not pledge.

Reviews of previous and new Action Items – not done.

Cynthia moved to adjourn the meeting, Paul seconded, meeting adjourned at 10:10pm.

Action Items

1. Sally to move remaining Kitchen Renovation Funds to Assisted Listening Fund.
2. Michael, Sally, Laurie and Karen Coale will set up a tracking system for RE funds.
3. Jack will talk to Don Hill about the hours he's working.
4. Jane will set up a committee to work of Bylaws changes.
5. Lori will talk to Jeri about putting out signs for Sunday-only handicapped parking.
6. Jack, Laurie and Jeri will ascertain competitive rates and policies for church and building use by church members and the general public and put the information into an easy to understand format which Lori will email to BOT for approval.
7. Jack will talk with Lisa about concrete time availability and pay expectations.
8. All BOT members will bring specific ideas for fundraisers to cover Lisa's salary to next BOT meeting.
9. Lori will proceed with plans to schedule and organize a Town Hall meeting on November 8.

Respectfully submitted,
Dani Skrzypek
Clerk to the BOT