

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

Board members present: Lori Price, President; Jane Fanning, Co-Vice-President; Laurie Clement, Co-Vice-President; Cynthia Patterson; Reggie Craig; Paul Burnore; Rev. Jack Donovan, *ex-officio*.

Guests: Sally Carville; Michael Pohl; Susan Burnore

Lori called the meeting to order at 7:01. She reminded everyone that, because the last meeting ran so long, she had assigned times on the agenda to each segment of today's meeting. She hopes people will pay heed.

1. *Leadership Centering* - Jack led the Board in a responsive reading.

2. *Agenda approval* - Cynthia moved to approve, Reggie seconded, agenda accepted.

3. *Minister's Report* – attached. Jack said it was a busy month but nothing out of the ordinary.

4. *President's report*

a) A Town Hall meeting was held Sunday, 11/8, to present issues of safety and accessibility for RE and options for financing the needed improvements. A recap of the meeting will be published in Infonet. A second Town Hall meeting will be held, date to be determined, to present a concrete plan that can be voted on at the Annual Meeting.

b) Need to reschedule December BOT meeting because it's the same night as the Cluster meeting. 12/17, Thursday, was agreed upon.

5. *Treasurer's Report*

a) There is a lot of money in the checking account. We currently have an operating surplus of \$22,000. Lori, Sally and Dani will go to December's Endowment meeting to see if they can reinvest some of that money.

b) 48% of pledges have been paid. Sally cautioned that we will have to budget carefully as the year gets closer to the end.

c) Sally added two accounts to the Chart of Accounts: one, at the request of Social Justice, is the UUSC Designated Fund; the other, an RE request, is the Child Care Supplies Expense.

Consent Agenda

1. Reports received were from RE, SJ & Worship.

2. Cynthia moved to accept the Minutes and the above reports, Jane seconded, accepted.

3. Reggie reported verbally for B & G since the meeting was held directly prior to the BOT meeting. The meeting focused on re-keying 17 church locks to add to security. The exterior doors will have different keys than the interior doors and only the office and the sexton will have all keys. Reggie will get a quote on what this will cost. The alarm won't be reset until after locks installed. New alarm year (for counting false alarms) has just started. Lori: what

about the keyless entries that had been discussed? B&G was concerned about the lack of security because people could just verbally pass around the code, there would be no control like with a physical key.

4. Karen Coale was unable to attend tonight to present her scheduled report.

Old Business

5. A retired accountant, Susan Sedlachek, who is not a member of UUSP but a friend who attends frequently, volunteered to do the financial review. Lori has sent her the outline for the review and she is setting up a meeting with Sally.

6. Facility Use Coordinator & Building Use Fees

a) Rev. Jack, Laurie and Jeri met and finalized a proposal:

- Set fees based on two principles:

- Keep fees fairly low until see what the demand might be; prices can be slowly raised.

- Fees are based on the social benefits (charge less for non-profits that serve the public good, more for personal events) and on the size and qualities of spaces being used

- One time users would be charged more than ongoing users.

b) They recommend Don Hill to be the Facility Use Coordinator.

~Michael P. reminded that Building Use Coordinator should update website.

~Jane suggested that Mike Fitzgerald be considered backup.

Paul: motion to accept the Facilities Use Fees as put forth in Table 1 and 2 - Reggie seconded, passed.

Paul: motion to accept their recommendation to hire Don as Facility Use Coordinator - Reggie seconded, passed.

Jack's committee also wrote Further Proposals of which #3 & 4 are already in effect, need motion to accept 1 & 2 - Reggie so moved, Paul seconded, passed.

7. Bylaws update - remind people to send in changes to Jane. Annual Meeting needs to be coordinated with this.

8. Re-keying – see above, B & G report.

9. Centennial Committee is planning one more event that will be around New Year's. Jack is considering asking Kathleen McTee, director of UU Social Justice College and also a friend of his, to come speak.

10. Communication Committee. Jack and Michael met with Lisa. She's ready to start Jan. 1. They found a small funding source. She'll take over most of Michael's duties (such as calendar) and expand into community outreach. She'd be a true coordinator with volunteers under her. Her salary would be the same as she is earning as RE Coordinator. Lori: Motion to hire Lisa for 5 hours a week from 1/1/16 thru 6/1/16 as Communications Coordinator, to be paid by sources that Michael and Cynthia alluded to or from the budget, and Michael will write a job description. Jane seconded, passed

11. Leadership Retreat discussion. Karen Coale sent retreat summary to all BOT, based on Connie Goodbread's meetings. Recommend that BOT start implementing suggestions in the report. BOT needs to designate a three member task force to develop time table, prioritize steps to achieve goals to move forward. Motion by Cynthia that

BOT appoint Karen Coale, Dave Coale & Sally Carville plus Paul Burnore (because he's doing the survey) to a task force to move congregation to implement the recommendations as set forth in UUSP Leadership Summary, Laurie seconded, passed.

12. BOT Visioning. Cynthia suggested four books for BOT to read to answer questions about where we are going, to think about long term future planning. Cynthia would like the BOT to do more than "just take care of business". Lori questioned whether there could be time to do more than business. Jack suggested he and Cynthia could pick quotes from the books to use during the Leadership Centering start to BOT meetings and extend that to 10 minutes. Unanimous agreement to start with Serving With Grace. Cynthia will order copies of the book, BOT and others present tonight will read it for the December meeting.

New Business

Susan Burnore & Cynthia presented a framework for the stewardship campaign and Susan presented an extended plan.

- a) Theme: Giving make everything better.
- b) If people are included in the process and know what's going on, they will give generously.
- c) Need everyone to seriously think about what the church means to them.
- d) Key event, to be sometime in December or early January, will consist of small round table discussions, led by BOT members, encouraging members to ask questions and explore the importance of UUSP in their lives.
- e) Over the next 3 or 4 month period, have short sharings during service by various members about why the church is important to them and why they pledge. Need big donors to do this.
- f) Kick-off to campaign will be a luncheon with entertainment, first Sunday in March.
- g) Jack will coordinate threads into sermons.
- h) Send letter and informative brochure to everyone.
- i) Key leaders dinner - "everybody's important but if even one person in this room was gone we'd really be hurting".
- j) Key needs: trusted faces to be leading the campaign and BOT commitment .
- k) Estimated budget needed would be approximately \$500-\$600.

Round table discussion will be January 17 at noon. Bot needs to talk it up, encourage attendance, let people know we have to plan a budget and want input into it.

Need volunteers to work with them.

The meeting was adjourned at 9:10.

Action Items

1. Lori and Michael will recap the information dealt with at the Town Hall meeting for publication on Infonet.
2. Lori, Sally and Dani will go to Endowment meeting in December to better coordinate policies regarding the movement of money and to ask Endowment if excess money that they send us can be returned for reinvestment.
3. Reggie will get an estimate on re-keying 17 locks.
4. All: send Jane requested changes to Bylaws.
5. Cynthia will order Serving With Grace for all members and Sally, Michael and Dani.

6. All: read Serving With Grace for December BOT meeting.
7. Jack and Cynthia will choose a quote from Serving With Grace to use for Leadership Centering at December BOT meeting.
8. All: consider volunteering to help Cynthia and Susan with Stewardship Campaign.

Action Items not completed from October's meeting

1. Lori will put a plea for donations to pay off Assisted Hearing Loop in Infonet and OOS after snowbirds return.
2. Reggie will ask the alarm company to change the order of notification.
3. Laurie will develop a map that shows the location of all Tampa Bay UU churches and that can be used as a handout for Pride.

Respectfully submitted,
Dani Skrzypek
Clerk to the BOT