

Unitarian Universalist Church of St. Petersburg
Minutes of the meeting of the Board of Trustees
December 17, 2015

Board members present: Lori Price, President; Jane Fanning, Co-Vice-President; Laurie Clement, Co-Vice-President; Reggie Craig; Cynthia Patterson; Paul Burnore
Guests: Sally Carville; Michael Pohl

Lori called the meeting to order at 7:03PM.

1. *Leadership Centering:* Jack led a brief, lively discussion based on Serving With Grace. Lori asked if we could start upcoming meetings 10 minutes earlier in order to have more time for this continuing discussion. All agreed.

2. *Agenda approval* - Cynthia moved to accept the agenda, Paul seconded.

3. *Minister's Report* - attached

a) Jack would like a discussion on the purpose of the FL West Central Cluster and what BOT sees as UUSP's role. It was agreed to invite Penny Duff, Cluster representative, to attend a BOT meeting for this discussion.

b) Correction to New Members' Groups dates – they will all be on Mondays.

c) Plans are developing well for the next Centennial event, January 10.

Jane asked for training for covenant group leaders. (Was there more on this?)

4. *President's report*

a) Regarding a recent insert in the OOS for a health care provider – Many in the congregation questioned its appropriateness. Lori learned that Jeri put it in on her own decision because she couldn't find a policy against doing so. Lori clarified that despite the lack of policy, we don't include advertisements in the OOS. Lori asked Jeri to check with her in the future when someone asks to have something included in OOS.

b) We are not following the calendar regarding Share the Plate Sundays and this has caused confusion. There should be no additional STP unless approved by BOT. Last Sunday should have been a STP but no announcement was made and there was nothing in the OOS. Therefore, it will be done this Sunday. Lori will remind Jeri to put it each STP in the OOS and the Worship Committee to include it in announcements.

5. *Treasurer's Report*

a) Sally attended the Endowment Board meeting last Sunday, learning about it by chance and at the last minute. The balance in the Endowment is \$266,561.00 and the balance in the Chubb Trust is \$386,000.00. Endowment agreed to stop sending us money every month since our checking account is very healthy. The funds will remain available to us, at our specific request.

Jane feels we need to build better communication with Endowment. They don't inform us of meetings and it's hard to get information. Sally suggested the UUSP Treasurer act as liaison, attending both BOT and Endowment meetings and also Endowment will be asked to send representative to BOT meetings. (Was it agreed to go ahead with this? If so, I'll add an Action Item.)

b) OWL training will be in January; money will be put in and paid out quickly.

Consent Agenda

1. Cynthia moved to accept the November Minutes and reports received, Reggie seconded, passed.

2. Reggie reported verbally for B & G:

a) The locks have been rekeyed and people are now to enter only through the office and set the alarm when the office is unstaffed. There is a problem in that people are still exiting through the kitchen and not locking up; Reggie is looking into panic bar that self-locks.

b) The alarm has been notified to change its order of calls when the alarm goes off: call the office first, Fred Russell second, then Don, then Reggie. If none can be reached, then the police are called.

c) Don is looking into repairing the motion light over the kitchen door.

- d) Reggie will get specific estimates for replacing the three RE doors upstairs.
- e) B & G would like to give Fred the go-ahead to do up formal drawings for stairwell, fire escape and elevator. Fred will first be asked to provide a definite cost of doing such drawings.
- f) Don is checking out the cost of a pressure washer. Jane said she just bought one for \$150.
- g) There will be a work party on January 23rd to remove the playground equipment and distribute the mulch that will be delivered.

Old Business

5. Facility Rental Coordinator

Don is asking for a detailed job description; someone needs to find the one that Andy Church wrote. Jeri is concerned about handling all the phone calls but there is no way around that, calls have to come in to the office. Don would report to Jack, coordinate with Jeri. Lori will set up meeting with Jack, Jeri and Don to work out all details.

6. Re-keying – covered in B & G report.

7. Centennial – covered in Minister's report.

8. Stewardship Committee

a) Round table discussions, led by BOT members, will be held on January 17th. Susan will have a list of questions to direct those discussions.

b) A Key Leaders Dinner will be held on Friday, March 4 at Jack and Allysun's house. This will most likely be for the top ten donors. Note: the top ten donors accounted for 47% of our budget for the last two years.

c) Sunday, March 6, will be Kick-off Sunday

d) A letter will be sent to all members, noting their pledge last year. The letter will be signed by Lori and Jack and possibly another BOT member who will be the campaign coordinator. Susan says she has used such letters in the past and they are effective in bringing in higher pledges.

e) Cynthia and Susan feel the Stewardship Committee should be able to act as a fairly independent entity, making decisions without necessarily getting BOT's approval for every step.

f) The overall goal is to move towards more transparency, educating people about money and church finances.

h) The final pledge figures will be tabulated by April 3, the BOT meeting to finalize and adopt the budget will be the 12th, notice about the Annual Meeting will be sent out to the congregation on the 14th, and the Annual Meeting will be the 24th. Lori will get dates out to all Committees as to when they need their reports in and when extra meetings will be held to work on the budget.

9. By-laws update

a) The ultimate goal for the Bylaws is simplification.

b) Jane recommends one major change to be done immediately: that any mention of notifications to the congregation now include email and other electronic communication.

c) She needs a committee of people who understand bylaws to work on this. The committee needs to be composed of people who can see the big picture and outline goals. One problem is that parts of our bylaws reflect long-time dictates from the UUA but UUA is changing their procedures also; it is difficult to sort out what is important to keep.

d) A noticeable lack in the Bylaws is that there is no description of how to make amendments.

e) The following changes to the Bylaws are recommended to be submitted to the congregation for a vote at the Annual Meeting:

1) The Annual Meeting "will be held within the month of April";

2) "Electronic communication" will be added to all mention of notifications;

3) Members may vote by absentee ballot in Annual Meeting.

Jane will write this up for vote by BOT.

10. Brochure on Endowment giving

This was approved by the BOT a few months ago but still needs minor changes: new UUSP address,

date published **and one other thing**. Cynthia will make the corrections and ask Jeri to print up more copies. Jane would like copies included in new members' packets and pledge packets.

New Business

11. Crowd-sourcing requests from Faithify, an online site for UU churches to raise money. Jack believes that we have urgent needs within UUSP that need addressing before we can financially help other churches. The general consensus is that we shouldn't feel obligated to respond to these requests. Cynthia moved that Jeri may ignore these requests, Jane seconded, passed.

12. Paul wants to move the Welcoming Congregation flag from the lobby to outside on Sunday mornings. Laurie: we should put out a large, wavy rainbow flag and a peace flag to attract attention. Could get a variety of flags, change them out periodically - Earth Day, Black Lives Matter. Much enthusiasm was expressed for this idea. B & G will find out how much the flags would cost.

13. Board sponsorship of an Interest Fair - each committee could set up tables of information during Sunday coffee hour and sign up people on January 31. Cynthia will put it on Program Council agenda on the 24th. Laurie and Reggie suggested setting it up during the Pancake Breakfast as well as after the service.

14. Congregational survey – Paul has received quite a bit of feedback from the blue sheets in the pews and has shared it with Worship Committee. Paul would like to do a larger survey, collecting data about members (age, occupation, etc.) as well as interests and goals. Most of the BOT expressed concern because the last survey turned out to be essentially traumatic. Sally believes that the Round Table discussions starting the pledge drive will be asking the same things. Laurie and Jack expressed that group discussions are more fulfilling, productive and growth-inspiring. Laurie and Lori suggested more frequent Town Hall type meetings for discussion. The decision was made to put the survey on Hold.

15. Host a regular church group by Kyle Krieger who now meets at Beacon House, offering a meal and a church service. He asked that the space be donated to his group. Cynthia motioned to deny, Reggie seconded, denial passed.

16. AA group of 10-15 people would like to meet here two nights a week - Monday & Thursday. Cynthia moved to say can't accommodate them now, Jane seconded, denial passed.

Additional New Business, not on the Agenda

1. RE would like approval to shift \$2000 of their \$10,000 budget appropriation to cover the Communication Director's salary. Laurie made a motion to accept this, Cynthia seconded, passed.

2. Jack drafted a Christmas appeal letter to the congregation and passed out copies for feedback. The responses were positive and he was encouraged to send out the letters.

Review of Action Items from last month

All completed.

Review of Action Items from October meeting

1. Lori will meet with Dani to determine which members to approach for donations to pay off the Assisted Hearing Loop.

2. Done

3. Laurie will develop a map that shows the locations of all Tampa Bay UU churches.

The meeting was adjourned at 9:25 PM.

Action Items

1. ? will invite Penny Duff to a BOT meeting to discuss aspects of Cluster.
2. Lori will remind Jeri to put it each STP in the OOS and the Worship Committee to include it in announcements.
3. Reggie will look into panic bar that self-locks for kitchen door.
4. Reggie will get information from Don who is looking into repairing the motion light over the kitchen door.
5. Reggie will get specific estimates for replacing the three RE doors upstairs.
6. Laurie or Reggie will ask Fred Russell to provide an estimate of submitting drawings for stairwell, fire escape and elevator.
7. Reggie will find out what Don learned about the cost of a pressure washer.
8. Lori will set up meeting with Jack, Jeri and Don to work out the details of Don's position as Facility Rental Coordinator.
9. Jane will write up proposed changes to the Bylaws to present at the January BOT meeting.
10. Cynthia will make the needed corrections to the Endowment brochure (Is that the right name for it?) and ask Jeri to make more copies.
11. Paul will arrange to have the Welcoming Congregation flag displayed outside on Sundays.
12. Laurie or Reggie will price additional outdoor flags.
13. Paul will talk with Committee heads about holding an Interest Fair on January 31, before and after the service.

I have not added any Action Items for the various aspects of the pledge drive because that all seems to be the responsibility of the Stewardship Committee.

Future Action Item

1. Lori will get dates out to all Committees as to when they need their reports in for the Annual Meeting on April 24th and notify BOT, Treasurer, Financial Secretary and Committee heads when meetings will be held to work on the budget.

Respectfully submitted,
Dani Skrzypek
Clerk to the BOT