

Unitarian Universalist Church of St. Petersburg  
Minutes of the meeting of the Board of Trustees  
March 8, 2016

*Board members present:* Lori Price, president; Jane Fanning, co-vice-president; Cynthia Patterson; Paul Burnore; Rev. Jack Donovan, *ex-officio*

*Absent, excused:* Laurie Clement, co-vice-president; Reggie Craig

*Guests:* Sally Carville, acting Treasurer; Michael Pohl; Don Hill; Penny Duff

Lori called the meeting to order at 6:55pm.

1. *Leadership Centering* – postponed to end of meeting if time remains.

2. *Agenda approval* – two late additions were made to the Agenda; Cynthia moved to approve the amended Agenda, Jane seconded, passed.

3. *Minister's Report* – attached

a) 18 prospective members have attended the New Members group.

b) The Communications Committee is dynamite; Jack believes we will see many good things coming.

c) The Florida UU Ministers Conference, to be held here, begins tomorrow; 25 ministers are expected.

d) Jack will go on a one week vacation next week, as of Tuesday.

4. *Treasurer's Report* – attached

a) The BOT approved the Communications Coordinator's salary but not expenses and a number have been turned in. We can pay them because we are doing well financially but we need to make note to include such expenses in next year's budget.

b) Sally recommends we take money out of this year's surplus to pay off the Assisted Hearing Loop; this is not a good time to ask the congregation for money. Lori said she agreed and hasn't made the appeal thus far.

c) The BOT needs to decide what to do with excess money at the end of the year. Lori and Jane reminded the group that, per Jack's contract, if we bring in more money than budgeted, a percentage of that goes to Jack, as specified in Jack's contract.

d) Members commented on the relatively large amounts noted as income from Sunday services. Dani, as Financial Secretary, pointed out that most Sunday loose plate collections are about three times what they had been prior to Jack's arrival. Sally concurred that the large increase in donations is what has put our income far above original expectations.

e) Building use, however, is still much lower than projected and Special Projects are at \$0. Do we need to involve the congregation in projects to raise money for the church or should we just leave Special Projects out of next year's budget? Jane noted that the Centennial events took a lot of time and energy (and raised a good bit of money) and that's primarily why there were no other church-wide projects; she urged that the line for Special Projects remain in future budgets. Michael pointed out that RE is bringing in substantial money through their projects (the camps, OWL, various small events) and a line item should be added for that, as previously agreed to.

## **Consent Agenda**

1. February Minutes and reports from RE, Building & Grounds, Social Justice and Worship (February and March) Committees are included. Jane moved to accept the Consent Agenda, Cynthia seconded, accepted.

## **Committee Reports**

### 1. Facility Coordinator Report

- a) Two new contracts for events were just signed.
- b) Don asked about a couple who want a Spring wedding but say they cannot afford the \$700 fee for the two-hour minimum; they offered \$500. After much discussion, it was decided that we don't want to set a precedent, have to stick to our guidelines and fees.
- c) It was clarified that Don should reject requests from people asking for space to sell products or looking for "sponsorship" from UUSP (i.e., free space). Jane stated that this should be written into our Guidelines For Building Use.
- d) Don expressed frustration that he is getting information about inquiries secondhand and often not in a timely manner. Despite Don's contact information being on the website, most inquiries go to the office and are filtered to him through Jeri when she has the time. Don wants to both structure his hours and also be able to get the information directly. With BOT approval, he plans to investigate Google's program for separate voice mailboxes for staff. Michael said Morgan can set this up. All present agreed this would be beneficial for the entire staff.
- e) Don said that while the compensation of 25% of the event cost was wonderful, the problem is that many events are scheduled a year out. Cynthia suggested that the deposit received can be used to pay Don more immediately. It was also suggested that a flat \$200 deposit was insufficient and the deposit should be 30% of the event cost. All agreed.
- f) Don requested that he be granted some compensated weekly "office hours" for the numerous administrative tasks he handles. All agreed this is valid. Lori stated that it needs to be put in next year's budget discussion and asked Don to write up an estimate of hours needed and a budget request.
- g) All appreciated the points Don brought up and agreed that there was a learning curve to deal with. Don feels that once he really fleshes out this position, including community outreach and networking, it could easily turn into full time.

## **Old Business**

2. Centennial Committee – has not met since last month.

### 3. Stewardship Campaign

- a) There have been very positive reactions from the congregation about the kick-off luncheon with descriptions such as "joyful" and "upbeat".
- b) The first 11 pledges have been turned in for a total of \$13,200.

4. Update on costs of building improvements – neither Reggie nor Laurie is present nor did they or Fred Russell provide a report.

## **New Business**

5. Financial review completed – raised many points to consider; discussion is put off till next month

### 6. Cluster Ethics Workshop

a) The Cluster has requested holding an ethics workshop at UUSP on May 14, 10:00-3:00, using sanctuary, Gilmore and Conway. There is no conflict on the calendar. Lori asked who the workshop is

aimed at, Penny replied that “previous ones met needs”. Jane moved to approve holding the workshop here, Cynthia seconded, approved.

#### 7. Discussion of Cluster purpose and involvement

a) Jack shared that he has felt over-extended and exhausted responding to Cluster requests. Our Cluster does not serve the purpose he believes a cluster should serve to be most efficient and effective. Cluster events seem to be just social meetings for those interested; the speaker events are not well attended, perhaps because the topics are stale. The people attending Cluster meetings have a vested interest in its current practice. The more crucial input is needed from discussions among the ministers, among the presidents (and the BOTs), and among other Church leadership positions (eg, RE leaders, music program leaders and social justice leaders). He would like Cluster to be a viable consultant body for the participating congregations, not a “top down” organization.

b) Penny announced that Cluster is planning a meeting with David Smith that will be important for music directors and choirs; the networking at Cluster events provides the opportunity to plan important workshops. Jack asked if people will come to these meetings/workshops and will they be the ones that influence the congregation. Cynthia added that so many churches rely on part-time ministers and Cluster could be a forum for providing feedback and planning for the sharing of ministers.

c) Penny said that part of the May 14<sup>th</sup> workshop will be the Cluster Annual Meeting and that would be a good time to bring up these issues and suggested changes. Cynthia asked Penny to do so and Jack said he will also bring up these issues. Jack added that he will be asking the Cluster ministers to discuss the Cluster’s purposes.

d) All agreed to continue this discussion at next meeting.

#### 8. Approval of revised organizational chart

a) A new organizational chart was drawn up at the request of Lori Price after the Worship Committee requested one and Lori found the one on the website to be out of date.

b) Some discussion and fine-tuning ensued, particularly regarding the positioning of the Program Council. Cynthia moved to approve the revised organizational chart, Jane seconded, approved.

c) Jack will give the chart to Lisa to draw up cleanly for publication.

#### 9. Request to move child care services under the RE coordinator

a) Michael explained that currently the child care budget is part of the general church budget, not under the RE budget. RE requests that child care, including their budget, be officially moved under RE so that:

- child care supplies will be tracked (presently, the amount spent is unknown);
- supervision of child care staff would be officially up to the RE Coordinator (Lisa does it informally now but has no real authority);
- child care scheduling would be under the RE Coordinator (currently it’s very haphazard);
- coordination of child care activities would be seen to by the RE Coordinator (and thus not forgotten for church events).

b) Child care has increased by about 20% since UUSP has more activities, more groups and now a parents’ covenant group. This raises two budgetary concerns: child care needs will continue to increase, needing more funds, and, if Lisa will coordinate all this, she will need a couple more hours assigned to her each week and, therefore, additional salary.

c) Michael said that a big thing RE wants the BOT to be involved in is in deciding when exactly child care will be provided and when, if ever, are parents expected to pay for the care. UUSP needs to continue to provide the care to make it easier for people to be involved in all the groups and activities but that will continue to increase the budget. Currently child care costs \$30 an hour, significantly more than baby-sitters found by parents.

- d) RE has submitted three budget requests to the BOT, ranging from their staying at the same level to increased expansion of child care hours and salaries.
- e) Jack said that we might think of broadening the name to something like Children's Services.
- f) Lori made a motion: Child care services should be moved under the RE Coordinator as of the beginning of the next fiscal year. Cynthia so moved, Paul seconded, motion passed.

#### 10. Request to hold a yard sale to benefit Little House renovation

- a) Tee Taylor has been spearheading the renovation and would like to raise some money to offset the growing expenses. The sale would be in the playground and the church won't have to be opened at all. Tee would take care of all organization, including publicity, and will take away anything that isn't sold.
- b) Don said that, as sexton, he sees many areas of the church buildings that need de-cluttering and a yard sale would be helpful. Jack cautioned that a process has to be established for deciding what in the church will be cleaned out and sold.
- c) Cynthia felt we should have some say in how any money raised is used, we have a fiduciary responsibility. She and others are concerned that what started as just cleaning up the Little House with assurances of free labor and donated supplies has turned into a large, expensive endeavor with many thousands of dollars being requested for a new roof, windows and doors. Jane expressed great concern that they haven't gotten any building permits. Lori expressed great concern over the tasks and the monies requested. She urged everyone to carefully read the Building and Grounds report, noting their wish to ask the congregation for money. She said that she absolutely would not support asking the congregation for funds for the Little House during this time of the Pledge Drive.
- d) Don said the volunteers want to show off the work on the Little House and the way the playground has been enhanced. They want to encourage people to use the House for various activities.
- e) Lori made the motion that the BOT is in favor of the yard sale but the dispersal of the funds needs to be approved by the BOT, Paul seconded, motion passed.

11. Late addition to Agenda: Paul requests approval to have UUSP t-shirts made. Beate Hughes-Brown and Susan Burnore are working on a design. They would be sold to the congregation for profit. Discussion arose as to how to fund the initial order and how the design would be approved. Jane felt this could only be successful if the t-shirt sales were tied in to an event or a gathering, something that would give people a reason to buy them. Lori and Jack suggested that Paul bring a proposal, including design possibilities and costs, to the next BOT meeting.

#### **Review of February's Action Items**

All completed

#### **Review of Older Action Items**

Completed except:

1. From October: Laurie will develop a map that shows the location of all Tampa Bay UU churches.
2. From December: Reggie will get specific cost estimates for replacing the three RE doors upstairs.
3. From December: Laurie or Reggie will ask Fred Russell to provide an estimate for submitting drawings for stairwell, fire escape and elevator. (Note: They may have asked Fred but since no estimate has been given to the BOT, this continues to be an action item.)

The next BOT meeting will be held April 12<sup>th</sup> at 6:50 pm.

Lori moved to adjourn the meeting, Paul seconded, motion passed. Meeting closed at 8:50pm.

**New Action Items**

1. Sally will pay off the balance of the Assisted Hearing Loop from the General Fund.
2. Michael and Don will coordinate with Morgan Gresham to set up individualized voice mailboxes for the staff.
3. Don will submit an estimate of administrative hours needed and a budget request.
4. Jack will give Lisa the finalized Organizational Chart for reproduction; Michael will post it on the website.
5. All BOT – read and be ready to discuss the Financial Review.
6. Jack – notify Jeri that the event deposit is raised to 30% and rental agreements and the website need to be updated
7. Sally – arrange to pay Don upon receipt of deposits on new contracts.
8. Paul will bring a proposal for t-shirts, including design possibilities and costs, to next BOT meeting.

**Action Items for Budget Planning**

1. Include expenses for Communications Coordinator.
2. Add line item for RE projects income.
3. Consider use of excess of money after paying expenses of FY 2015-16 budget.

Respectfully submitted,  
Dani Skrzypek  
Clerk to the BOT