

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

Board members present: Paul Burnore, president; Laurie Clement, co-vice-president; Reggie Craig; Morgan Gresham; Jack Donovan, *ex-officio*
Guests: Sally Carville, acting Treasurer

Paul called the meeting to order at 7:05pm.

Chalice Lighting

Opening

1. *Agenda Approval* – Reggie moved to accept the agenda, Laurie seconded, so moved.

2. *Minister's Report* – see attached

- a) Jack stressed the importance of attending the City Council meeting on 7/21 about Citizens United.
- b) Jack registered for GA but it was the week-end of Pride so didn't go.
- c) Jack will be on vacation and study leave July 24 through August 14. He will arrange an on-call minister to provide coverage. If there's an urgent need in the congregation, the member should seek ministerial help through Paul or Dave.

3. *Treasurer's Report* – see attached

- a) We have ended the fiscal year with a \$16,600.60 surplus (although a few more bills may still come in).
- b) Jack sees the increase resulting because we've attracted wonderful new members and because of Michael and Morgan's great work with RE.

4. *End-of-fiscal-year Pledge Report*

- a) UUSP received 101% of the 2015-16 pledged amount.
- b) Of 82 pledge units, 61 gave 100% or more of their pledge, 13 didn't meet their pledge and 8 contributed \$0. This will be further discussed in Membership Committee.

5. *President's Report*

- a) Paul attended the Southern Florida President's Convocation last week-end – report attached.

6. *Hogwarts Camp Update*

- a) 43 kids attending, only 3 from UUSP. Lisa urgently needs more volunteers to provide coverage.
- b) Lisa is anticipating a \$700 profit
- c) Lisa only gets paid if the camp is profitable. Jack: it's a church event and Lisa shouldn't have to work as an independent contractor and perhaps not get paid. Morgan: next year there will be more of a collaborative connection between the camp and RE. Sally: if Hogwarts is a UUSP event and Lisa is a UUSP employee, we're violating Fair Labor laws if her hours aren't being compensated, profit or not. Laurie: this should be part of community outreach program.

Consent Agenda

Approval of June 14 Minutes - Laurie moved to approve, Reggie seconded, passed.

Committee reports

No reports were received.

B & G presented their verbal report:

- a) Exploring whether people who need to do community service or some of the homeless could help with the many small tasks the building needs.
- b) Two roof top AC units will need replacement.
- c) Sanctuary AC isn't working as efficiently as initially.
- d) Have two possible candidates for custodian, Jack will meet with them.
- e) Have a number of leaks, will get a roof assessment.
- f) Kitchen will be deep cleaned by Michael and Sierra, cost will be \$200.
- g) Tee located original site plans, Fred Russell will work from them to determine where and what kind of signage can be installed outside. Fred knows a contractor who would bid on the work.
- h) Our cleaners can't possibly get the church and buildings cleaned in the 10 hours per week budgeted for them. Laurie made motion that Michael and/or Sierra be added as Sunday sextons to clean up from 1:00-3:00 (up to four additional hours). Jack will explore this with them. Jack: we need housekeepers, a sexton and a list of event sextons. Reggie moved that Jack be authorized to move on sexton plan, Laurie seconded, so moved.

Old Business

1. *Personnel Committee* – Jane and Sally haven't been able to meet due to other commitments and vacations. Sally will ask Beate to join them.
2. *WMNF Sponsorship* – no information from Michael G. Morgan said the information is on the WMNF website. Paul will follow-up.
3. *Updated summer schedule* – Jane will be gone from 8/15 to mid-Sept – Reggie will be gone Sept and Oct – Paul gone 7/14-20 & 7/24-8/1.

New Business

1. *Authorization for payment of minister's bonus* – in contract but not yet authorized by BOT. Reggie moved to authorize payment of bonus, Laurie seconded, passed. Sally: each year the BOT has to authorize the split between salary and housing allowance. Laurie moved that we authorize the division as stated in the contract, Reggie seconded, passed.
2. *Mission Statement rewrite*. Paul: does our current mission statement fit us? Sally: the current one was worked on extensively by the congregation and it wouldn't be fair to just re-write it. Jack takes exception to some parts of the current statement: "intellectual growth" and "beacon". Paul: BOT could appoint a task force to research mission statements and offer up to five selections for a congregational vote. Sally, Reggie and Morgan feel we should wait. Paul: we'll table for now.
3. *Renaming our church* – Jack: the church needs a name people can easily identify with and that includes its location. Paul: announce at Homecoming, from pulpit and in covenant groups why we want to do this and ask for suggestions, tying it into rewriting the mission statement and by-laws.

4. *Earth Flag* – many people want one added. Paul will contact company that made the rainbow banner, etc. about available designs and cost. Reggie made motion that Paul do that, Laurie seconded, passed.
5. *Gay Pride debrief* – Jack will email.
6. *Formation of Standing Community Events Outreach Committee* – BOT agreed to have such a committee, Jack will send out notice to all who worked on Pride, asking for interest
7. *Parking lot planning* – need to start thinking about it, explore possibilities. Laurie, Paul and Jack will meet with Fred to discuss ideas and developers who may be interested.
8. *Communications Coordinator* – “an empty slot that has a budget”. Had an ad hoc communications committee (Michael P, Morgan, Nick Wheeler and Jack) that died out. Morgan will explore possibility of getting a USF intern and a part-time paid staff.
9. *Status of updating By-laws* – bogged down due to vacations and sheer size of project. Paul suggested the committee take it section by section.
10. *Safe Church Forms for new BOT* - Jack will ask Jeri to get the forms to Paul, Morgan and possibly Linda.
11. *Report of Expense with No Reimbursement* – Paul: need to get people to use the form more consistently. Morgan volunteered to redesign the form to make it more user-friendly. Laurie says the form should be put in various locations, be more easily accessible.
12. *7th BOT candidates* - Nominating Committee had suggested Linda Paul. Paul will talk with her.

Review of June (?) Yes. action items

1. Corporate sponsorship: WUSF advertising (Michael Guitard) *See Old Business, #2.*
2. Laurie and Jane will meet with Renee to make plans for new cleaning services. *Done.*
3. Jane will begin to organize a Personnel Committee. *See Old Business #1.*

Review of Older Action Items

1. Reggie or Laurie will seek bids for a survey regarding the elevator addition. *Pending .*
2. Michael will coordinate with Morgan Gresham to set up individualized voice mailboxes for the staff. *The individual voice mailboxes have to be set up through Bright House; the order has been placed. Jeri is following up.*
3. Jack will give Lisa the finalized Organizational Chart for reproduction; Michael will post it on the website. *Done.*
4. Jack will notify Jeri that the event deposit is raised to 30% and rental agreements and the website need to be updated. *Done.*
5. Reggie will get specific estimates for replacing the three RE doors upstairs. *Done.*
6. Laurie or Reggie will ask Fred Russell to provide an estimate of submitting drawings for stairwell, fire escape and elevator. *Pending.*
7. Laurie C. will develop a Tampa Bay map that shows the location of all the UU churches and can be used as a handout at Pride. *Will be handled by Cluster.*

8. Lori and Michael will recap the information dealt with at the Town Hall meeting for publication on Infonet once we have costs for RE doors and elevator drawings. *Pending.*
9. Jack will ask Jeri to track the hours she spends on rental management. *Done. Sally stated that Jeri needs to use separate time sheets for office tasks and rental tasks.*
10. Lori will contact Don about outstanding rentals that he booked. *Sorry, but I really lost track of how this discussion was resolved. Also, much of it sounded close to Executive Session material and not sure how much to include here. Lori said that Don was gathering the information needed and would give it to her. I don't remember anything new.*

New Action Items

1. Reggie and Laurie will explore sources for help with building tasks.
2. Jack will meet with candidates for sexton and custodial positions.
3. Reggie or Laurie will get an estimate of roof repair.
4. Sally will ask Beate to join Personnel Committee.
5. Paul will get information on WMNF sponsorship.
6. Paul will get information about having an Earth Flag made.
7. Jack will send out invitation to join a Standing Community Events Outreach Committee.
8. Paul, Laurie and Jack will meet with Fred to discuss parking lot options and possible developers.
9. Morgan will explore getting a USF intern and part-time employee to handle marketing.
10. Jack will ask Jeri to give Safe Church forms to Paul, Morgan and possibly Linda.
11. Morgan will redesign the No Reimbursement form *(and submit to BOT for review?). Yes*
12. Paul will invite Linda Paul to join the BOT.
13. Jack will direct Jeri to use separate time sheets for office tasks and rental tasks.

Reggie moved to close the meeting, Morgan seconded, passed.
Paul ended the meeting at 9:45pm.

Respectfully submitted,
Dani Skrzypek
Clerk to the BOT