

Unitarian Universalist Church of St. Petersburg
Minutes of the meeting of the Board of Trustees
August 9, 2016

Board members present: Paul Burnore, *president*, Jane Fanning, *co-vp*, Laurie Clement, *co-vp*
Morgan Gresham; Lori Price
Absent, excused: Reggie Craig
Guests: Sally Carville

Paul called the meeting to order at 7:02pm.

Paul lit the chalice and all read the BOT covenant.

Opening

Agenda approval – Laurie moved to accept the agenda, Jane seconded, so moved.

Minister's report – NA, Jack is on vacation

Treasurer's report – see attached

- a) Jane questioned one deficit of \$700 – Sally explained that it was money spent on Pride which no longer has a designated fund.
- b) Problem with very large bill for service call for office AC; BOT urges paying it after Sally clarifies with Reggie

Consent agenda

Approval of July 12 Minutes – Morgan moved to approve, Laurie seconded, approved.

No committee reports were received.

B & G verbal report:

- a) Tommy repaired roof over loggia and, despite all the heavy rain, there are no leaks in Gilmour now. Sally noted that there is a leak in the office by the big window.
- b) A pane of glass was broken in the entry doors from a handle in the grate. Tommy will look for thick bubbly plastic to put in there as glass may break again.
- c) Received estimate on fixing roof caulking - \$900 – Tee feels it's high, Tee will ask Reggie to review.
- d) Request from Worship Committee to redo the Bride's Room; they will send in proposal.
- e) Jeri sent Administrative Report: Michael and Ciera are doing a good job and have been hired temporarily as sextons for Sundays although Jack and B & G need to make the final decision. Sally questioned how hours would be split and how time sheets filled out. Lori: B & G needs to clarify with them exactly how they will use their hours and who the contact person is.

Old Business

1. *Personnel Committee* – Beate agreed to join the committee.

2. *Standing Community Events Outreach Committee* – no word on this from Jack

3. *Communications Committee* plan to update Bylaws:

- a) Morgan noted that a Communications Committee *per se* doesn't even exist
- b) Jane: we still need a small committee to focus just on By-laws
- c) Keep on agenda for further discussion

New Business

1. BOT voted unanimously to approve Linda Paul as the seventh BOT member.

2. *Policy for music performances for donations* -They can perform only under the Music Director as part of the service. Refer to Worship Committee.

3. *Earth Banner* - BOT approves of the flag but wants more input from Jack re design.

4. *UU is a "St. Pete Legacy" property as per the City* - Lori clarified that being on the list has nothing to do with the parking lot.

5. *Smart Church commitment to develop a new church covenant* - Jane noted that our circumstances have changed since we participated in Smart Church, we're in a better space now. Lori emphasized that we cannot rely on a minister to "fix us". Do we need a new covenant? BOT recognized that the congregation might want to keep what we have. It will be brought up at a Town Hall meeting, along with the parking lot issue, probably in September or October. We also need to have the congregation review a behavioral right relations covenant.

6. *Parking lot development* - Jack, Paul, Laurie and Fred met to discuss parking lot ideas which led to Darren Stowe, Paul and Laurie meeting with the architects next door. They are very interested in a joint venture; we have a very valuable property to entice the right partner. Paul suggests having another exploratory meeting with the architects, then can hold a Town Meeting to present possible development plans to the congregation. BOT agreed. Lori will contact Chuck Hinton to get clarification on rules governing non-profit and for-profit entities working together.

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Review of Previous Action Items

1. Reggie or Laurie will seek bids for a survey regarding the elevator addition. *Lauri has called, left messages, handed off to Tee. 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. Paul will follow-up with Jeri re progress. This perhaps may need to include a new phone system. Pending*

3. Jack will give Lisa the finalized Organizational Chart for reproduction; Michael will post it on the website. *Done.*

4. Jack will meet with candidates for sexton positions. *Michael and Ciera have been temporarily hired, needs Jack's recommendation before BOT hires. Pending.*

5. Jack will notify Jeri that the event deposit is raised to 30% and rental agreements and the website need to be updated. *References to deposit and payment are not included on website. Lori will check that it's on the agreement correctly. Pending.*

6. Laurie or Reggie will ask Fred Russell to provide an estimate of submitting drawings for stairwell, fire escape and elevator. *Pending.*
7. 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.*
8. Lori will contact Don about outstanding rentals that he booked. *Lori has spoken to and emailed Don but has not had a response from him. After long discussion, Lori moved that, based on our contract with Don, we owe him 25% of the November wedding commission and it should be paid immediately. Laurie seconded, motion passed. It was also clarified that Jeri now gets paid hourly, has three added hours per week, and that includes showing the church. This corrects and resolves Item 10 under Older Action Items in the July Minutes*
9. What's the status of repairing the roof top AC units? *We never got an estimate, they came in and did the repairs. We should ask for estimate after the repair bills are paid.*
10. What's the status of fixing the sanctuary AC? *Refer to Reggie.*
11. Laurie or Reggie will get an estimate of roof repair. *Some leaks have been fixed, the others will be looked into as to cost.*
12. Sally will ask Beate to join Personnel Committee. *Done*
13. Paul will get information on WMNF sponsorship. *WUSF policy is to not accept sponsorship from political or religious groups. However, we can have events open to the public announced. Done*
14. Morgan will explore getting a USF intern and part-time employee to handle marketing. *Morgan collected all information from previous time that we had an intern. If we have a job description, Morgan can funnel it through USF channels. She can act as USF mentor, will need a UU supervisor and that would require substantial focus and time. Since the fall semester starts in just two weeks, perhaps this plan could be developed for the spring semester. Morgan would like BOT to spend 10 minutes at each meeting to develop items for the job description.*
15. Jack will ask Jeri to give Safe Church forms to Paul, Morgan and possibly Linda. *Jeri needs to get one to Morgan and Linda.*
13. Morgan will redesign the No Reimbursement form and submit to BOT for review. All efforts will need to be made to educate the congregation as to the use of and need for the form. *Morgan handed out samples of a revised form. BOT made minor suggestions for change. Morgan will bring revised form to next meeting.*

New Action Items

1. Laurie will talk to Tommy about leak in office by window.
2. Laurie will ask Tee to ask Reggie to review the \$900 estimate for roof caulking
3. Laurie will clarify with Michael and Ciera exactly how they are using their hours and who the contact person is.
4. Paul will keep the Communications Committee and By-laws revision on the agenda.
5. Paul will set up another meeting with the architectural firm next door.
6. Lori will contact Chuck Hinton for information about legal issues of non- and for-profits working together.
7. Paul and BOT will ready for a Town Hall Meeting in September or October.

Paul closed the meeting at 9:10.

The next BOT meeting will be September 8th at 6:50pm.

Respectfully submitted,
Dani Skrzypek
Clerk to the BOT