

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

*Board members present:* Paul Burnore, president; Laurie Clement, co-vp; Reggie Craig; Linda Paul; Morgan Gresham; Jack Donavon, *ex-officio*  
*Absent, excused:* Jane Fanning, co-vp; Lori Price  
*Guest:* Lisa Hill, RE Coordinator; Michael Pohl

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

Paul lit the chalice and all read the BOT covenant.

### **Opening**

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

*Minister's report:* attached

Jack highlighted:

- a) Office administration coordination: he will be more rigorous in holding staff meetings this year, meeting with Jeri every Tues at 1:00 and with Lisa every Thursday morning.
- b) St. Pete Interfaith Leaders seems to be moving towards an all Tampa Bay group. Jack will likely no longer attend as he doesn't believe the group can fully deal with Tampa issues plus St. Pete's.
- c) The Care Committee is meeting this Sunday; it will be reorganized in order to be more responsive to congregants' various needs.

*Treasurer's report:* attached

- a) Sally reports no issues or problems.

*Related to finances:* Tee wants the BOT to be aware that she has placed an envelope in the safe that contains all contact information, computer financial records passwords, bank account numbers, etc.

### **Consent Agenda**

Approval of August 9 Minutes – Paul noted a mistake in the numbering on page 3; this will be corrected before posting. Reggie moved to approve, Laurie seconded, approved.

*B & G report:*

- a) Plastic and glass will be put in front door by Tommy.
- b) Waiting for a caulking estimate for the north side windows on Conway's second floor.
- c) Reggie will contact the original roofers, Silver Systems Roofers, to get estimate for repair.
- d) Mike and Ciera are doing a good job.
- e) Mike and Ciera will be asked to make coffee and tea and put out cookies for coffee hour.
- f) Mike and Ciera don't fill out time sheets properly, Jack will talk to them but he suggests the time keeping could be simplified by combining housekeeping and sexton into one line item. Laurie made a motion: Combine Michael and Ciera's housekeeping and sexton roles into one titled sexton while keeping their special events' work separate. Reggie seconded, passed. Paul suggested it be run by Sally before being adopted and the BOT agreed.
- g) Howard Taylor will review all Amsco bills for AC work for the past year as B & G thinks they've been overcharged.

- h) Fred contacted a construction engineer re construction of an elevator but hasn't heard back.
- i) Sound system – Paul thinks the dials are now set correctly, took a picture to use as a model and also put up a sign asking people not to touch the dials.
- j) Morgan and Michael have written instructions for recording Sunday sermons. Don Hill says there's too much interference from the hearing loop. Paul suggests buying a little recorder to have on the pulpit. Paul will ask Janeya to try one more time to record with our system.

*Social Action Committee* – Reggie presented:

- a) Family Promise is going well
- b) Jose Robos, USF professor at Tampa School of Architecture, will speak about tiny houses at the 9/17 Community Forum.
- c) The City may be working with Community Outreach about donating a parcel of land for tiny houses.

*RE report* – Lisa Hill presented:

- a) Increased needs for the nursery as church and its programs keep growing. Problem: there are a number of programs that don't fall under RE budget, for example choir practice. RE is projecting child care expenses will be about 20 hours over budget for this year. They are looking for volunteers (who will be required to pass background checks).
- b) RE is planning an All Ages Church – time for all ages to worship and celebrate together, possibly share a meal, possibly pumpkin carving (will ask for pumpkin donations).
- c) The middle school class's Literacy Book Drive has gotten a good response and the class will decide this Sunday where to donate the books.
- d) OWL training for ages 7-9 and 10-12 is being prepared.
- e) Camp is scheduled for the first two weeks of June. It will again be a Harry Potter theme because that is so popular.
- f) There were 20 kids in RE last week

*Worship Committee* – see attached

**Old Business**

1. Janeya has been hired as Communications Coordinator. Paul sent copies of possible contract to BOT, asked for comments and edits and asked for BOT vote to formalize her contract. The vote passed unanimously.
2. Personnel Committee – Sally Wallace, Beate and Paul are willing to help. Linda Paul willing but doesn't know what Personnel Committee here needs, hopes for additional people more familiar with UUSP needs.
3. Standing Community Events Committee – Jack hasn't had time to work on that.
4. New Earth banner – Paul has received lots of suggestions for words and pictures and passed the project on to Janeya.
5. B & G wants to explore having a mural painted on alley side wall. Paul will contact Fred's painters about interest and willingness to work with UUSP on ideas and provide a sketch.
6. People who haven't met their pledges - Paul, Jack, Tee and Dani met and noted that some have moved or simply left the church; they will contact the other members.
7. Parking lot development – the next meeting with Wannemacher-Jensen will be on Monday, September 12<sup>th</sup>. W-J are willing to draw up a detailed proposal and help get an independent property appraisal. Paul heard from an attorney who briefly explained that non-profit and profit entities can be partners. Many new possibilities are now being explored. The

congregation needs to be informed about this and hopefully give a vote of approval to proceed. The architects will be awaiting an answer.

8. Congregational meeting - Three issues need to be presented: parking lot, replacing three RE doors, and whether we should rewrite our covenant. Laurie added that we should also talk about a possible elevator and the need for major, costly roof repairs. Meeting will be scheduled for 10/9, after the service.

### **New Business**

1. Paycheck process for staff – Checks are written every other Tuesday and handed out on Thursday. This past pay period Laurie couldn't get in to sign the checks due to the tropical storm. Paul will take over check signing and will call another signer if he is unable to be there.
2. Church credit card – Jeri, Jack, Lisa and Laurie will have access to the card. The card will be moved to the secure cabinet that holds the laptop at night. Jack will inform Jeri.
3. Should Michael and Ciera be put in charge of setting up Sunday coffee hour and buying the supplies? Yes, to being in charge. Laurie: Adds to expense to have them purchase food and supplies because have to pay them for that time. Lisa: we could consider a Cisco account to have refreshments and paper supplies delivered; it would be cheaper than going to the grocery store and it would greatly benefit RE. Megan filled out the preliminary form for Cisco during the meeting, noting Lisa as the contact person.
4. Suggestions for UUSP IT planning – no discussion.
5. Handling holiday and special events – no discussion.
6. Offering church membership to contract employees - Paul has talked to past presidents and Connie Goodbread who all advise against it but couldn't give specific reasons why not. Jack can't think of any downside except that it could be harder to terminate a contract for a member. Laurie noted that we have had difficult situations in the past. Decision tabled. Paul will look at bylaws and Linda at personnel policies regarding contract employees, staff and spouses.
7. Reimburse Paul for Presidents' Convocation registration - Morgan moved that he be reimbursed, Reggie seconded, approved. Need to add this yearly registration to budget for next year.
8. Taking and posting photos of all members - Lisa said Joe Benjamin is a great amateur photographer. Lisa will coordinate contact between Joe and Janeya. Jack reminded all that selfies work fine. Michael Pohl offered to help people with directions to publish selfies in church online directory.
9. Help RE recruit volunteers - Lisa plans to have table in Gilmour after services, promoting what RE does and seeking volunteers.
10. Participation in 10/9 Open Streets event - The City is co-sponsoring this event with Open Streets, a group promoting bike and pedestrian friendly streets. The streets around Mirror Lake and leading to Williams Park will be closed and businesses along the route are encouraged to participate in festivities. An announcement will be put in InfoNet, asking for ideas. Laurie suggested inviting Nic's Buskers to play on the church steps and volunteers to offer tours of the church with flyers available. Laurie will coordinate, be contact person.
11. Using members' expertise to expand church programs – tabled.
12. Approval for member use of Gilmour after Sunday service - Paul will check policies and procedures. BOT may decide these on a case by case basis. There were no objections to SPCA or Paul's book signing.

### **Review of older Action Items**

- 1-7. Remain pending
- 8 Morgan has made the suggested changes to the No Reimbursement form and will email it to BOT.

Note: Lisa said she can get the estimated costs for building an elevator with outside exit, an elevator with an inside exit and outside emergency stairs for Conway.

### **Review of August 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. *Jack will talk with Michael and Ciera.*
4. Paul will keep the By-laws revision on the agenda.
5. Paul will set up another meeting with the architectural firm next door. *Done*
6. Lori will contact Chuck Hinton for information about legal issues of non- and for-profits working together. *Chuck does not work in this area of law. Paul received the needed information from another attorney.*
7. Paul and BOT will ready for a Town Hall Meeting in September or October. *Plans to be set.*

### **Action items**

1. Reggie will contact the original roofers, Silver Systems Roofers, to get estimate for repair.
2. Jack will talk with Michael and Ciera about their time sheets.
3. Paul will ask Janeya to try to record a Sunday sermon with our present sound system.
4. BOT will review and approve Janeya's contract as Communications Coordinator.
5. Paul will contact Fred's painters about interest and willingness to work with UUSP on ideas and provide a sketch.
6. Paul and the BOT will prepare for a Congregational Meeting on October 9<sup>th</sup>.
7. Jack will inform Jeri that the credit card is to be moved to a new secure location and that both Jack and Jeri and also Laurie and Lisa have full access.
8. Paul will look at bylaws and Linda at personnel policies regarding church membership for contract employees, staff and spouses.
9. Paul will turn in a reimbursement form for registration for the President's Convocation.
10. Laurie will coordinate UUSP participation in Open Streets.
11. Paul will check policy regarding members' use of Gilmour after services.

Reggie moved to adjourn, Paul seconded, the meeting was ended at 9:35pm

The next BOT meeting will be October 13<sup>th</sup> at 7:00pm. Reggie and Linda will be out of town then.

Respectfully submitted,  
Dani Skrzypek  
Clerk to the BOT