

Unitarian Universalist Church of St. Petersburg  
Minutes of the meeting of the Board of Trustees  
November 10, 2016

*Board members present:* Paul Burnore, president; Jane Fanning, co-vp; Linda Paul; Reggie Craig; Morgan Gresham; Lori Price; Jack Donovan, *ex officio*

*Absent, excused:* Laurie Clement

*Guests:* Sally Carville, acting Treasurer; Lisa Hill, RE Director; Barbara Rowell; Michael Pohl

Paul called the meeting to order at 7:04pm.

Paul lit the chalice and members read the Mission Statement.

### **Opening**

*Agenda approval* – Jane moved to approve, Reggie seconded, so moved.

### *Minister's Report*

- a) Jane: were there any questions about the format? Jack: the consensus is to keep it as it is.
- a) There are more activities occurring in the church.
- b) A Community Events Outreach Committee has been started, headed by Courtney Allen with assistance from Marcile Powers.

### *Treasurer's Report*

- a) The Sunday service loose offering collection is markedly lower than last year. We budgeted based on that but we're bringing in half as much. Hopefully, this will increase during the winter.
- b) Planning to pay \$1,000 UUA dues in November. Somewhat embarrassing because UUA says our "fair share" is \$14,000.
- c) Jeri is keeping track of the hours she spends on rentals. Jack will ask her to share this with the BOT to track it.
- d) \$695.54 spent by Membership Committee this year but only \$300 has been budgeted. Jack admits he "probably overspent" on gifts for new members and will take the money out of the Minister's Discretionary Fund. Sally and Lori: important to track that for next year's budget.
- e) Sally clarified that \$4,000 is being transferred from Little House Fund to Maintenance Reserve to be used for RE roof repair.
- f) Quarterly Review - shows that the first quarter's net income for this year was \$1122 more than the first quarter's net income last year. However, it also showed that the first quarter's total income for this year was \$5897 less than what we had budgeted for this year. BOT found the review very helpful in identifying areas of profit and red flags to watch for.

### **Consent Agenda**

There was discussion about what constitutes a "consent agenda".

### *Committee Reports*

*B & G* – see attached.

- a) Jane commented that Howard Taylor should receive a special recognition from the BOT for all the extensive work he has done on the AC system. He has been working extensively with both the

manufacturer and vendor to correct faulty installation, new parts, and a lack of guidance for maintenance, and regular replacement of filters, which has never been done. ? will add quarterly filter replacements to sexton's job. Paul will write a Thank You note.

b) Conway Building Project – Paul: it is up to \$14,700 if we count a projected \$4,000 from fund raising events and \$1,700 from an insurance rebate. Sally cautioned that the \$1700 insurance rebate is already in the budget, shouldn't be counted. Lori cautioned against counting money from fund raisers that haven't been held yet. Paul will make an appeal for donations at Sunday's service.

c) Grounds in great need of regular maintenance. Is Deb willing to take on more? Someone on B & G will ask her.

*Personnel Committee – see attached*

### **Old Business**

1. *Parking lot* – Paul received a Letter of Intent from WJA asking that our due diligence be done by 11/18. Paul will meet with George Rahdert, our attorney for this project, tomorrow. Lori: they're offering a purchase price and we haven't even received the appraisal. Paul: appraisal should be completed before Nov 15 (when Paul leaves for two weeks). Jane agreed to be the contact person for the attorney and WJA in his absence. Reggie: once this is signed we can't consider anything else. WJA wants contract signed by 12/31 but that wouldn't be enough time to hold a congregational meeting. WJA has also dropped the buying price by \$100,000, citing the cost of paving the parking lot. Consensus: we can't work within WJA's timeframe and don't accept certain details of the offer. Paul and Jane will meet with the attorney tomorrow to learn how best to counter WJA's proposal.

### *2. How can we take advantage of member expertise to expand church programs?*

The information about members' skills and interests has been received on previous new member and pledge forms. Jack feels we need to identify the needs and then sort out the members who can fill it. Paul: besides Treasurer, what are our other needs? Jack: filling the spiritual needs of the congregation; tell the congregation that we would like ideas for programs that would fulfill the life of the congregation. Jane: let's move this to Program Council. Morgan agreed and will add to PC agenda.

### **New Business**

1. See above
2. See above

### *3- How to handle UUSP events like memorial service, concerts, etc.*

Jane: again this should go to Program Council. Morgan agrees and will add it to PC agenda.

### *4- Consideration of a BOT retreat*

Sally: could be a good opportunity for long term planning. Jane: could be a good time to start thinking about mission and vision needs within the scope of long term planning. Group agreed on afternoon of Sunday, 1/8 or 1/29 and Barbara Rowell will check availability of Westminster Palms' meeting room.

### *5- Determination on renting the "garret"*

No one is using the space except for some storage that can be moved elsewhere. Paul: Mimi Anzel, a member, wants to rent it for \$50 per month to write and Jack knows others who want to do the same. There could potentially be a number of people renting it concurrently, each paying rent, to use it for writing. Lori: this is a totally different rental Lori: this is a totally different rental than what we've

done before since it would involve a space we've never rented, people coming in and out at all times with no set schedule, is for church members only – it doesn't seem to be something covered in our normal rental agreement/procedures. Morgan: this sets a precedent. Paul has a new lease agreement which spells out in detail the limitations and usage of the room and will email it to BOT for review, questions and vote. Paul will let Mimi know it is being reviewed.

**Action Items**

1. Jack will ask Jeri to regularly provide the BOT with the list of hours she spends on rentals.
2. Paul will write a Thank You note to Howard Taylor.
3. B & G will ask Deb Robinson about doing additional grounds; maintenance.
4. Reggie had someone give estimate for building an elevator. He will bring to next meeting.
5. Reggie will ask Fred the cost of professional drawings for elevator addition.

Lori made a motion to adjourn the meeting at 9:15, Jane seconded, meeting concluded.

Next BOT meeting will be December 8, 7pm.

Respectfully submitted,  
Dani Skrzypek  
Clerk to the BOT