

UUCSC Board Minutes – 12/20/2017 (Voting Copy)

Present: Sally Barney, Elise Bender, President Linda Whyte Burrell, Treasurer Aline Couture, Clerk Mary Fulton, Rev. David Helfer, Dave Hurdis, Natalie Herbermann, VP Emily Jacobs

Absent: Randi Marten

Call to Order/ Invocation 6:30

MOTION: Elise Bender moves to ratify the minutes for the November Board Meeting as approved by email. Seconded. Passed unanimously.

Treasurer's Report: Aline Couture. Printed copies on file with the Board clerk.

Total cash on hand is \$161,150.38. A meeting was held with the accountant and bookkeeper to determine what information they needed to receive in order to produce the required reports. Quick Books software will be installed on the office computer to facilitate sharing data. Organizing the budget according to designated categories will make entering data more efficient. Finance sent the Board an email regarding Karen St. Peter's hours as office administrator.

MOTION: Emily Jacobs moves to increase Karen's hours to 28 weekly through the rest of the 2017-18 fiscal year. Seconded. PASSED unanimously.

Minister's Report: Rev. David Helfer. Printed copy on file with the Board clerk.

The year seems to be ending on a happy note with many things happening at UUCSC. The staff is working well together. Personnel may propose changes in staff hours for next year. UUA guidelines for fair compensation are changing and UUCSC may not be in compliance once the changes take effect. The housing tax shelter benefit for clergy is ending soon.

Religious Education report: Bethany Vaccaro via email. Printed copy on file with the Board clerk.

Two multi-generational experiences in the past month are a preview

for more multi-generational services in the coming year. Bethany has joined the Basic Needs Network to better understand opportunities for service in our local community. She has been sworn in as a Notary Public to facilitate background checks for RE teachers and volunteers.

Office Admin Report: Karen St. Peter via email. Printed copy on file with the Board clerk.

Karen is working with the Finance committee to catch up on the bookkeeping records. She sent out the end of the year appeal letter, worked on updating the Facilities Use Guidelines and will be working with Membership to ensure an accurate membership count for the UUA by February 1st, 2018.

Liaison Reports:

Elise Bender reported that the Communications committee is involved in an ongoing conversation about whether or not to change the program that is the template for the website.

Emily Jacobs reported that mugs and trays are being donated to make setting up coffee hour easier. There is also a new storage cabinet being delivered for Equal Exchange.

Mary Fulton reported that 2 people from Membership will meet with President Linda Whyte Burrell, Jeff Berry and Karen St. Peter in early January to prepare the information for UUA certification of members.

Sally Barney reported that Facilities has received more volunteer assistance. Rev. David pointed out that the offering received at the Christmas Eve service will be split between the Facilities Committee and the Women's Project.

Old Business

1. Thanksgiving Soup Luncheon and Holiday Fair

These events went well and people seemed to enjoy them.

2. Hospitality

Still needing more volunteers to run the Sunday coffee hours.

3. PA System operation

Nick Smith and Myron Waldman trained a group on how to operate the sound system. The next step is to determine how the trainees will be scheduled.

4. Myron Waldman on fundraising ideas

Over the winter Myron will consider how to best promote donations to the memorial Tree of Life. Because a capital campaign is scheduled to begin soon, the board wishes to be circumspect about fundraising.

5. Amazon Smile

Elise Bender will be the contact person for information about this way of donating to UUCSC when shopping online. She will notify Karen St. Peter to set it up.

6. Savers fundraiser

President Linda Whyte Burrell will mention in her next letter to the congregation that there is a need for a fundraising committee.

New Business

1. Capital Campaign

Finance is preparing a letter to solicit 4 or 5 members for a task force that would plan a campaign beginning in January.

2. Committee on Ministry

Rev. David reminded the Board that he will be submitting his second renewal review this year and that we should keep notes regarding his work so that we are well prepared to write our review statements in April.

3. Safe Congregation Task Force

Rev. David has reached out to possible task force members and received one acceptance from Charlie Donnelly. The task force would be asked to produce a safe congregation policy within one year that is no longer than ten pages.

4. Sew-in lunch

25 to 40 people are expected to participate on 12/30. Linda Whyte Burrell and Elise Bender are coordinating a lunch.

5. Board Retreat

The retreat will be held January 14 from noon to 4:00pm at Natalie Herbermann's home. Board members are asked to bring their own meals. There are 3 large topics on the agenda that includes generating a Board Calendar, how to be an effective Board and how to do fundraising.

Other Business

MOTION: Mary Fulton moves that the Board approve the recommended changes in the policy handbook. Seconded. PASSED unanimously.

Mary will email the revised policy handbook to the Board and will ask Will Bender to post the handbook on the website. She will also ask him to remove the defunct Strategic Plan.

Rev. David, who is a chaplain at URI, will do the benediction at the URI graduation ceremonies this year.

Board members are asked to reconsider their commitments to serving on the Board so that the Nominating Committee can begin its work in January.

The next Board meeting is January 17, 2018 at 6:30 in the Oneto community room.

The next Coordinating Council meeting is January 10, 2018

Adjourned 8:20.
Respectfully submitted,
Mary Fulton, Clerk