

UUCSC BOARD MINUTES July 18, 2018 (approved via email 7/29/18)

Present: President Linda Whyte Burrell, VP Mary Fulton, Clerk Linda Dupuis, Treasurer Mary Alice Kimball, David Hurdis, Natalie Herbermann, Emily Jacobs

Absent: Kai Migliaccio, Elise Bender

Call to Order/Invocation 6:32 PM

MOTION: Mary Fulton moves to ratify the minutes for the June 12, 2018 Board Meeting as approved by email. Seconded. Passed unanimously.

Treasurer's Reports: Mary Alice Kimball via email. Printed copies on file with the Board clerk: June 2018 treasurer's report; June 2018 transaction report; 2018/2019 Approved Budgets by Committee, Board Liaison and Responsible Member.

Mary Alice Kimball discussed the following items:

>June Treasurer's report (2017-2018) including items:

Transfer of accounts from Bank Newport to Washington Trust has been completed.

YTD for fiscal year 2017-2018 balance: -\$213

Discussion of restricted vs unrestricted funds.

>\$4000 of earned income from UUA fund has been transferred into the general income.

>June 2018 transaction report

>2018/2019 Approved Budgets by Committee, Board Liaison and Responsible Member. These budgets are projections based on last year's budget figures.

>Mary Alice would like the Board Liaisons to communicate with committee chairs re: a more accurate accounting of their expenses. This would ensure a more accurate budget in the future. Mary Alice will send a report of amounts allocated to each committee to the committee chairs and board liaisons.

>A congregational budget meeting will be held in January 2019 to help inform the congregation about the budget and related issues.

>Mary Alice has compiled a packet of documents related to a possible IRS filing error from 2010; duplicate packet is in the office. She is working with a tax accountant on a tax packet and needs any information on depreciation of building or equipment. Linda WB will consult with Ed Burrell.

>Starting in July 2018, we will be using QuickBooks for financial accounting.

Reports were accepted by the Board.

Liaison Reports:

1. Mary Fulton reported that several committee chairs will be vacant: Pastoral Care/ Caring Committee, which is being restructured; Hospitality; Wellness. Linda Dupuis will contact Charlie Donnelly re: Leadership Training and Initiatives and UUA linkages. Mary Fulton will send Linda D the UUA links.

2. Linda Dupuis reported on the Membership Committee meeting held June 3, 2018. Sunday morning ushers and greeters are to be combined; 3 volunteers will cover these duties each Sunday. Hymnals will be placed on the chairs in the sanctuary prior to services to avoid congestion at the back of the sanctuary. A suggestion was made to move the guest book and podium to the back of the sanctuary; an announcement would be made from the pulpit inviting visitors to sign after the service. Visitors packets and welcome cards would be available. A suggestion was made by board members to place these items in the Oneto room. Linda will present this idea at the next committee meeting in August.

Unfinished Business:

1. Capital Campaign update. Elise Bender not present; defer to August board meeting.

2. UUA Annual Program Fund re: amount paid to UUA as our Fair Share. Linda Whyte Burrell has been unable to contact UUA possibly due to staff vacations. She will continue to try to contact them.

3. Board of Directors retreat: Sept 8, 2018 will be held at the home of Elise and Will Bender. 9AM-3PM coffee 8:30AM

New Business:

1. A/C in the Sanctuary is not cooling adequately. The board approved plan to have Linda Whyte Burrell arrange to have CoolCo check the system and give an estimate if repair is needed. A new system would cost \$50,000.

2. 2019 Garden Tour Janice Marielle has asked to have the UUCSC garden be on the URI Master Gardener's Garden Tour for 2019. The board approved the plan; Linda Dupuis will inform Janice.

3. More Attention to Accessibility More space needs to be allotted in the sanctuary for handicapped persons.
Items discussed:

1. Signs for WC spaces to be kept clear and visible.

2. A chair next to WC space designated for "handicapped companion".

3. The row of seats just before the door to the Oneto room to be designated for handicapped, particularly those with walkers and canes.

4. The signs for handicapped spaces to be placed on the trees before Sunday services.
5. A sign placed indicating the ramp into the Oneto room.

Natalie Herbermann agreed to follow up on these items.

Other business:

1. The UUCSC bylaws need to be updated according to revisions voted on in the annual meeting June 3, 2018. Linda Dupuis is working with Karen St. Peter on a revised copy; Linda Dupuis will proofread the revised copy with Linda Whyte Burrell, and arrange with Karen SP to send out the newly revised bylaws to the board and Website.
2. Linda D will ask Karen St. Peter to send an updated copy of the UUCSC Leadership list 2018-19 to Board members.
3. Mary Fulton talked about the need for the Operations Manual to be updated and made available.
4. Rev. David evaluations documents will be made available to Linda Whyte Burrell
5. Mary Fulton discussed the need for a Retention Policy whereby important documents would be kept in printed form in a secure place.

The next Board of Directors meeting will be on August 15, 2018 at 6:30 in the Oneto room.

ADJOURNED: 8:40 PM

Respectfully submitted,
Linda Dupuis