

UUCSC Board Minutes – 2/20/19 (Approved via e-mail 2/26/19)

Present: President Linda Whyte Burrell, VP Mary Fulton, Treasurer Mary Alice Kimball, Clerk Linda Dupuis, Natalie Herbermann, Elise Bender, Dave Hurdis, Bill Rodriguez, Rev. DL Helfer,

Absent: Kai Migliaccio,

Guest: Mary Finnegan

Call to Order/ Invocation: 6:36 PM

MOTION: Mary Fulton moves to ratify the minutes for the January 2019 Board Meeting as approved by email. Seconded. Passed unanimously.

Treasurer's Report: Mary Alice Kimball. Printed copies are on file with the Board clerk.

1. January budget balances were as expected.
2. Jeff Berry reports that hopefully most of the pledges for this fiscal year will be collected.
3. Mary Alice Kimball will present the committee budgets at the next Coordinating Council meeting, and will ask for a response to the budgets by the committee chairs.
4. OLL: Money donated last year is designated for mortgage reduction and OLL in separate accounts.

Staff Reports:

DRE Report: Bethany Vaccaro via e-mail. Printed copy on file with the Board clerk.

Bethany is back from maternity leave. She describes some of the innovations that have been introduced to the RE program.

Office Administrator's Report: Karen St. Peter via e-mail. Printed copy on file with the Board Clerk. Karen lists the tasks that were completed in January and early February, and ongoing activities such as building reservations, assisting Stewardship with mailings, and updating of records. She is also giving more assistance to Rev. DL Helfer so that he can focus on ministerial activities.

Minister's Report: Rev. DL Helfer via e-mail. Printed copy on file with the Board Clerk.

Groups and individuals in the congregation are working well together to the benefit of all and for growth in the future.

Rev. DL Helfer reported to the Board that he will be attending anti-racism training session in California, and hopes to bring back information useful to the congregation.

Presentation: A copy of Congregational Administrator Job Description is on file with BoD Clerk.

Mary Finnegan and Rev. DL Helfer addressed the fact that Karen St. Peter, our Office Administrator, has been doing a phenomenal job with new responsibilities including bookkeeping (previously done by a monthly paid bookkeeper), more complex work for Rev. DL, more work as coordinator and facilitator, and dealing with situations as they come up. Mary Finnegan and Rev. DL feel that the Congregational Administrator Job Description more accurately describes the job she is already doing. A pay adjustment will be considered at the time of the 2019/2020 contract renewal.

MOTION: Linda White Burrell moved that Karen St. Peter's job title and job description will be changed from Office Administrator to Congregational Administrator. This change will occur with the 2019/2020 contract. Seconded. Passed unanimously.

Liaison Reports:

- 1. Membership:** Elise Bender reported that a very successful meet and greet luncheon was held; 35 people attended, both old and new to the congregation. UU101 was held last Sunday with 11 newcomers attending; four others have said they will attend the upcoming class on Sunday. We may have 15-20 new members joining UUCSC in May.
- 2. Facilities:** At the recent committee meeting Dave Hurdis presented the chart of critical and non-critical items for maintenance and improvements to the building as developed at the Board of Directors' retreat. Estimated costs were discussed. Some items such as a new boiler system would cost much more than anticipated. Jedi Electric has been consulted re: wiring for automatic door.
- 3. Communications:** The committee is working on a reorganization of the website.
- 4. Racial Justice:** Natalie has been in communication with Jean Bowen.
- 5. Pastoral care:** Rev. DL Helfer reported that the group is coming together and will be going to a UUA regional training workshop.

Unfinished Business:

- 1. Board of Directors Covenant:** Copies of the 2010 Covenant were made available to Board members; the consensus is that it is too long and elaborate. Mary Fulton presented a short covenant from another church. Item was tabled for discussion at the next meeting.
- 2. LGBTQ Group update:** Rev. DL reports that cofacilitators, food, and agenda are all in place. More publicity is planned to encourage attendance. The group will have a table at YouthPride.
- 3. Worship Committee:** Johnnie Rodrigues will stay on as chair for another year.

New Business:

- 1. Document retention:** Mary Fulton met with Linda Dupuis, Elizabeth Donovan and Joan Youngken to discuss the need for a retention policy for new documents as well as preservation of historical UUCSC material. They agreed that the job is too big for one person, and recommended a task force of three people be formed. Linda Dupuis, Mary Fulton and Bill Rodrigues have volunteered. Joan Youngken has experience as an archivist and can be consulted if needed.
MOTION: Linda White Burrell moved that the board establish an archive task force charging Linda Dupuis, Mary Fulton, and Bill Rodrigues, for a period of one year, to create a document retention plan and policy. Seconded. Passed unanimously.
- 2. Elevator research:** Mary Fulton reported that an Otis Elevator Co. estimate was \$70,000-80,000. Mary Fulton and Ed Burrell will meet with a local company for another estimate. The Champlin Foundation has a challenge grant program for which UUCSC seems to qualify that might help to fund the installation of an elevator.
- 3. Bylaw change- Committee on Ministry: A copy of Article 7B-Committee on Ministry with suggested changes is on file with the Board Clerk.**
Rev. DL Helfer: There are four members on the committee. Rev. DL has sent a copy of bylaw wording changes, including term limit changes, to Board of Directors members. Changes will be submitted for discussion and vote at the Annual Meeting in June.

4. **Safe congregation policy task force:** Linda White Burrell will contact them.
5. **Small Group Ministry: Rev. DL Helfer** has tried different approaches to get people interested. Many people have expressed a desire to get to know other people in the congregation. Several ideas were offered by Board members. Mary Fulton and Linda White Burrell are exploring forming small groups around Soul Matters topics. Linda White Burrell is planning a Circle Pot Luck event in March; a handout describing small groups and interest questionnaire could be given out at that time.
6. **Board of Directors and Rev. DL Helfer Ministry:** Discussion tabled until the next meeting.

The next Board meeting will be: **March 20, 2019 at 6:30PM.** in the Oneto Community Room.

The next Coordinating Council meeting is **March 13, 2019 at 7PM** in the Oneto Community Room.

Adjourned: 8:30PM

Respectfully submitted,
Linda Dupuis, Clerk