

**UUCSC Board Minutes –March 20, 2019 (approved via email 3/27/2019)**

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

**Absent:** Dave Hurdis

**Call to Order/ Invocation: 6:35PM**

**MOTION: Elise Bender moves to ratify the minutes for the 2/20/2019 Board Meeting as approved by email. Seconded. Passed unanimously.**

**Treasurer’s Reports: Mary Alice Kimball. Printed copies are on file with the Board clerk.**

Mary Alice Kimball’s comments:

100% of pledges from 2018-2019 may be collected.

Committee budgets were presented at the coordinating council, with a positive response.

The timeline for next year’s budget was submitted in preparation for the annual meeting in June.

The Board needs to be aware of money allotted for the board activities. Mary Alice will send an email regarding this. The Board members agreed to meet on May 7, 2019 at 6PM to discuss the 2019/2020 budget.

**Staff Reports:**

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

Bethany is looking at an appropriate orientation program for RE volunteers to prepare for the new model of classroom activity

**Office Administrator’s Report: Karen St. Peter via e-mail. Printed copy on file with the Board Clerk.** Karen described the wide variety of tasks she is managing.

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

Rev. DL Helfer’s comments:

A vigil for lives lost in New Zealand will be held tomorrow at 12PM at URI. Rev. DL Helfer will send out a memo re: this event.

LGBT group: several other groups in South County are trying to do the same thing; Rev. DL Helfer will report on progress at the next meeting.

**Liaison Reports: Facilities-Kai Migliaccio:**

1. Electric door: a policy for use of the electric door key code is being determined; Karen St. Peter will send out notices.  
Building estimates: The roof is in good repair. Work needs to be done on the boiler, sanctuary windows are not weathertight, there is rot in the east wall of the Minister’s study. Kai Migliaccio will send out an email re: estimates.
2. **RE-Kai Migliaccio:** More training is needed for teachers due to the new style of classes and teaching methods.
3. **Communications-Linda Dupuis:** the committee is searching for a new website design that is more attractive and user-friendly.

4. **Membership**-Elise Bender: emails will be sent to prospective new members, and followed up with phone calls to get an accurate list for the new member ceremony. Makeup classes will be offered.
5. **Worship**-Bill Rodrigues: many plans are in place for the future.

### **Unfinished Business:**

1. Covenant for Board of Directors meetings: Mary Fulton presented short covenant of five rules.  
\*See attached list.

**Motion: Linda Whyte Burrell moved that the Board of Directors adopt five statements of purpose as a board meeting covenant through the church year ending June 30. Seconded. Passed unanimously.**

2. Safe Congregation update: The Safe Congregation Committee is working on a policy and contacting other congregations for ideas. \*see attached "March letter to the Board."
3. Nominating Committee: Rev. DL Helfer and Linda Whyte Burrell have sent lists of candidates to the committee.
4. Archive task force update: Mary Fulton reported that the three members have met and are making progress on writing a short policy statement, and a schedule for the retention of documents.
5. Small Groups update: Mary Fulton and Linda Whyte Burrell are working on a plan for developing various small groups; they would like to encourage individuals to organize themselves into groups according to their interests.

### **New Business**

1. UUA Fellowship Evaluation: Rev DL Helfer: There is a new UUA form for evaluation of a minister, due at the end of June. A link has been sent via email. The Board of Directors will meet April 16 at 6:00PM to work on the evaluation.
2. List-serve: Linda Dupuis: Procedure for the sending of all-congregation emails by DL Helfer and Linda Whyte Burrell was discussed. Consensus is that emails can be sent at the discretion of these two persons and can be sent to anyone who has agreed to be on the UUCSC email list.
3. Restricted Funds: Mary Alice Kimball gave an explanation of restricted funds in the treasury.  
Mary Alice presented a different way of accounting restricted funds (non-operational reserve fund.) The Board of Directors would have control of reserve funds. The change would go into effect starting July 1, 2019. The Board needs to vote on this change of process. Mary Alice will propose a motion for the change. Discussion will continue to the April meeting with a vote.  
\*See attached document: "Proposed changes to Restricted Accounts."

Interim Board of Directors' meetings:

Minister's Evaluation: April 16, 2019 at 6PM at the home of Natalie Herbermann.

Budget meeting: May 7, 2019 at 6PM in the Oneto Community Room.

The next Board of Directors' meeting will be: April 17, 2019, at 6:30PM in the Oneto Community Room.

The next Coordinating Council meeting will be on May 8 at 7PM in the Oneto Community Room.

**Adjourned:** 8:35PM

Respectfully submitted,  
Linda Dupuis, Clerk

\*see attachments below

## **UUCSC Board Meeting Covenant**

1. Follow the agenda, stay on point
2. Be aware of time constraints
3. Listen with an open mind
4. Focus on contributing to an effective meeting
5. Follow up promptly on action items

## Proposed Changes to Restricted Accounts

There are different ways of Accounting for Restricted (Temporary) Reserve Funds

Types:

1. Board Designated Funds - These accounts are designated by the board and the board could vote or change their purpose at any time.
  - a. Operating Reserves (could contain up to 4 months operating expenses)
  - b. Ministers Sabbatical Fund
  - c. Facility Reserve
2. Donor Restricted Funds - If a donor specified the purpose of a gift, an organization can't reallocate those funds without the approval of the donor.
  - a. Capital Campaign Funds
    - i. Restricted to mortgage repayment only
    - ii. Unrestricted to Board Approved expenses
  - b. Funds Restricted to mortgage repayments only
  - c. Endowment Funds
3. Program and or Committee Funds - These funds contain working capital for particular programs or committees such as Music for Lily Pads and More. These funds are created under the authority of the board. The expectation is that these funds remain under direction of the Committee Chairs.
  - a. Music Enhancement
  - b. AGAPE
  - c. Senior High Youth

These funds are all EQUITY on the Balance Sheet.

The main operating checking account only contains the amount available to spend on operations. The restricted reserves can be kept in a separate bank account and true up the balances each quarter.

This makes the amount of the operational cash clear to the board and anyone else.

We could still maintain some Non- Equity Accounts that are temporarily restricted. We would encourage that they be used as soon as possible and not carried over from year to year. Our Annual Budget contains allocations for committee. Resources not spent are not rolled over to fund except under special circumstances.

All Fundraising Income would be rolled into operational income.

## March letter to board

March 16, 2019

Dear UUCSC Board members,

This is a summary of the progress of the Safe church Committee and its work on the policy manual. We have been looking closely at the overall policy manual and have been embedding policies that will be of benefit for maintaining safety as we closely follow our UU principles.

We have completed a statement of purpose and focused on children and religious education, facilities and disruptive behavior. We are excited about updating the policy manual to reflect our intention of ensuring the safety of our beloved community.

At this point, we have researched many other congregations and their wording of various policies. It has been important that we have taken some time to complete this work as we have carefully reconsidered our overall approach to the project and considerably altered the wording. The recent attacks on the mosques in New Zealand highlight the importance of taking our time to create a lasting policy that is comprehensive and provides a sense of security without creating unnecessary drama.

We have also experienced some setbacks. It took some time to establish a shared google document that was easily accessible. We wanted to maintain the original wording of the policies and have indicated changes by color coding. It took us several months to receive a reply from the South kingstown police department in terms of supporting us with a walk-through in the event of an active shooter situation. They ultimately declined to do this. We have arranged to have a walk through with Tom Magliochetti who is experienced with safety protocols for hospitals. We would like to include two of the ushers and invite a Board member to join us for this walk-through to provide other perspectives. We continue to complete this mission and hope that our work will be completed by the end of May.

Please contact one of our committee members: Sally Barney, Charlie Donnelly or Clare Sartori if you have any other questions or concerns.

Respectfully submitted,