

UUCSC Board Minutes April 17, 2019 (approved via email 4/25/2019)

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

Absent: None

Guests: Nick Smith
Susan Pavlow

Call to Order/ Invocation:6:35

MOTION: Mary Fulton moves to ratify the minutes for the March 20, 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. Revenue from Fundraising is less than anticipated, however 2018-2019 pledges are on track to be collected.

Mary Alice presented her plan to change the accounting process for restricted or reserve funds This change will establish General and Equity accounts and make clearer the operating account and reserves.

*See complete document attached below.

MOTION: Mary Alice Kimball moves to change the accounting process for restricted or reserved funds as described in the attached document. Seconded. Passed unanimously.

Staff Reports:

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

Bethany is working on refining RE procedures on Sunday and updating volunteer training materials. She encourages Board members to attend the intergenerational breakfast on April 28.

Office Administrator's Report: Karen St. Peter via e-mail. Printed copy on file with the Board Clerk.

Karen is working on preparations for the Annual Meeting on June 9, reviewing the Archival Task Force recommendations, and gathering information for publicizing the LGBTQQIA group, for use by the Communication Committee.

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

Liaison Reports:

1. Finance: Mary Alice Kimball is meeting with the Finance Committee tomorrow for budget requests for next year. Committee responses have been very positive.
2. Membership: Elise Bender reported that 15-20 people will become members at the ceremony on May 5; a few who can't be there will sign the membership book on April 28.

3. Facilities: David Hurdis reported on a committee meeting held last week:
 - a. The automatic door key pad will be installed; people will be assigned codes as needed; others who need access to the front door will have a non-duplicable key.
 - b. The rail on ramp in the sanctuary is postponed to the next fiscal year, 2019/2020.
 - c. The parking lot will be striped to make parking more organized.

4. Personnel Committee report by Nick Smith and Susan Pavlow.

All committee members are retiring except Charlie Donnelly. They described the duties that the committee is charged with and recommend a minimum of five committee members to carry out these duties. Nick Smith has been searching for volunteers without success. He is asking for the Board of Directors to help identify people willing to serve on the committee.

*see complete report attached below

Unfinished Business:

1. Archives Task Force: Mary Fulton reported that Task Force members met with Rev. DL Helfer to review the draft of the retention schedule. Sections of the revised schedule will be sent to the appropriate persons for suggestions. A place to store the archives is needed.
2. Covenant Groups: Mary Fulton reported that seventeen people are interested in covenant groups.
3. Holiday Fair co-chair: Mary Finnegan has agreed to co-chair the Holiday Fair. A second co-chair is needed.

New Business:

1. Board of Directors members are encouraged to attend the RE breakfast on April 28.
2. Final BCD meeting on May 4; a group can ride together with Linda Whyte Burrell.
3. Doors have been left unlocked on several Sundays after everyone has left. Suggestions were offered. A group of people could be charged with closing up the building at some point on Sunday afternoons.

Other Business: none

A meeting of Board members to discuss the **budget** for 2019/2020 will take place on **May 7, 2019, at 6PM in the Oneto Room.**

The next **Coordinating Council** meeting is on **May 8, 2019, at 7PM** in the Oneto Community Room.

The next **Board meeting** will be: **May 15, 2019, at 6:30 PM** in the Oneto Community Room.

Adjourned: 8:02PM

Respectfully submitted,
Linda Dupuis, Clerk

*See attachments below.

Motion to Change Accounting Process for Restricted /or Reserved Funds

PASSED at BOD meeting 4/17/2019

As of Fiscal Year beginning 7/1/2019

The UUCSC Board of Directors will designate the following categories/account to be Restricted/Reserved Funds:

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.
 - d. Capital Campaign Funds OLL (Our Living Legacy)
 - i. Restricted to mortgage repayment only
 - ii. Unrestricted for Board Approved expenses
 - e. Funds Restricted to mortgage repayments only
 - f. 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 and or Staff as appropriate
 - g. AGAPE
 - h. Music Enhancement
 - i. Senior High Youth

These funds will be EQUITY/Liability Accounts on the Balance Sheet.

These 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 would still maintain some Non- Equity Accounts that are temporarily restricted. We would encourage that they be used as soon as possible and would not carry over from year to year.

Our Annual Budget contains allocations for committees. Resources not spent are not rolled to the next fiscal year except under special circumstances.

All Fundraising Income would be considered to be operational income unless voted to be a restricted reserve by the BOD

Personnel Committee Report to The UUCSC Board

April 17, 2019

This report discusses the importance of and possible future outcomes for the Personnel Committee (PC) of the UUCSC

1. TIMELINE OF COMMITTEE MEMBERS

2004-10 Nick Smith Chair

2009 Carolyn Hurdis joined

2010-13 Carolyn Hurdis chair

2011- Mary Finnegan joined

2011- Susan Pavlow joined

2013-2019 Mary F. chair

2018 Charlie Donnelly joined

2018-2019 Nick co-chair with Mary F.

Current Membership:

Mary Finnegan Co-chair

Nick Smith Co-chair

Carolyn Hurdis

Susan Pavlow

Charlie Donnelly

1. DISCUSSION

Membership

All current members except Charlie are “retiring” at the end of this church year, which means as of June, the PC will be a committee of one.

Purpose

The PC recommends and maintains staff policies, procedures, and practices in order to promote harmonious and productive relations between staff and congregation. The Personnel Committee facilitates a staff needs assessment and performance evaluation annually. The Personnel Committee ensures that the UUCSC is staffed appropriately with qualified personnel who meet or exceed performance expectations and demonstrate commitment to the UUCSC and its work.

Functions

- Schedule—See Calendar for scheduled tasks and responsibilities
- Set Annual Focus and Direction
- Review past actions and calendar annually
- Regular committee/staff check-ins
- Facilitate annual needs assessment
- Prepare contracts
- Facilitates annual evaluations
- Submit contract proposals to UUCSC Board
- Prepare and send copies of final contracts for signatures
- Supervise hiring for new employees
- Address personnel issues as they arise. Committee is available for mediation as needed.

Importance of the PC

The PC is a vital component of a well-run congregation. Along with the above functions, it was given the mission of creating the policies for our staff, i.e. the Personnel Policy Manual, the Committee Handbooks, and the Staff Search Handbook. Without a fully functioning PC we are concerned that critical functions will be compromised or, cease altogether.

Possible Outcomes

- 1) The committee continues with full membership, functioning as outlined in the PPM
- 2) Redefine Committee and its functions

We, the present members of the PC recommend the first option. We ask that the Board make the continuation of the PC a priority by putting out a call to the congregation for new members.

Mary Finnegan Co-chair

Nick Smith Co-chair

Carolyn Hurdis

Susan Pavlow

Charlie Donnelly