

**MINUTES OF THE UUCSC BOARD OF DIRECTORS MEETING  
June 19, 2019 (APPROVED via email 6/26/19)**

**Present:** President Natalie Herbermann, VP Mary Fulton, Clerk Linda Dupuis, Rosemary Galiani, Bill Rodriguez, Rev. DL Helfer,

**Absent:** Treasurer Mary Alice Kimball, Dave Hurdis, Kai Migliaccio.

**Guest:** Aline Couture

**Call to Order/ Invocation: 6:36PM**

**MOTION: Mary Fulton moves to ratify the minutes for the May 15, 2019 Board Meeting as approved by email. Seconded. PASSED unanimously.**

**TREASURER’S REPORT: Printed copies are on file with the Board clerk.**

Aline Couture reported for Mary Alice Kimball:

From Mary Alice’s report, after the \$100,000 mortgage payment, it appears that the OLL fund will have approximately \$11,000. This will go toward next year’s goal of \$100,000.

The finance committee established a “paper trail” with the bank documenting the payment towards the mortgage.

**MOTION:** Natalie Herbermann moved to approve paying \$100,000.00 from the funds received from "Our Living Legacy" to Bank Newport to reduce the principal of the UUCSC mortgage. Seconded. **PASSED** unanimously.

Note: The estimated savings of over \$9,000 will be realized in a reduction of the mortgage expense next fiscal year.

**MOTION:** Rosemary Galiani moved to approve applying \$3,610.15 of monies received from “Our Living Legacy” campaign to offset the payments made to Dan Hotchkiss for consulting services provided to the campaign. Seconded. **PASSED** unanimously.

Note: These monies are designated for such use by the donors and have been recorded as received.

**STAFF REPORTS:**

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

The RE-hosted coffee hour held in the downstairs area was well received. RE is considering a new name to reflect their emphasis on learning together. “Religious Exploration” has been floated for consideration.

**Office Administrator’s Report: Karen St. Peter via e-mail. Printed copy on file with the Board Clerk:** Karen is spending time preparing for her reduced summer hours. She is grateful for the additional five summer hours. Problems with the pin code lock have been time consuming. The Administrative Handbook has been updated to reflect the change in key issuance and pin code usage.

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

Rev. DL Helfer acknowledges the many ways the congregation works together. During his

summer leave, he will be pondering “what will serve us and Unitarian Universalism?” in the upcoming year.

## **LIAISON REPORTS:**

**Note:** Board committee liaison assignments will be discussed at the retreat in September 2019.

**Communications Committee:** Linda Dupuis reported

1. The committee is making progress on the new UUCSC website design. At yesterday's meeting they discussed the home page design.  
Board discussion: UUA has website design templates and logo samples.
2. The committee discussed redesigning the UUCSC logo, and wants the approval of the Board to do so.  
Board discussion: The present logo is an original design by a member of the congregation and may have some significance attached. Natalie will contact certain members and the board will discuss and consider the redesign next month.
3. The new website will have a Board of Directors page with photos of Board members. The new photos should have a similar, plain background.  
Board discussion: Linda Dupuis will take photos of board members as needed to meet the requirements.

Linda Dupuis will report the results of the Board discussions to the Communications Committee.

**Facilities Committee:** Natalie Herbermann has been in touch with Jean Burke regarding the damaged ceiling in choir room. The damage has been assessed and will be repaired. The initial quote is for \$500, but may cost more.

## **UNFINISHED BUSINESS:**

**Records Management Policy:** After stating that the the retention schedule sections had been sent to appropriate people to edit, Mary Fulton presented the proposed Records Management Policy.

Rev. DL Helfer suggested several additional revisions. An archivist will need to be appointed by the Board. The Archive Task Force will address the need for storage of documents. The Archive Task Force will revise the Policy as suggested and present it to the Board for approval at next month's Board meeting.

**Key Code Policy:** Natalie Herbermann reviewed the UUCSC Facilities Key/Key Code Policy. See the document attached below. \*

**MOTION: Rosemary Galiani moves to accept the Facilities Key/ Key code policy as written.** Seconded.

Discussion: The automatic door should never be propped open. An event code can be used to admit people to an event. All members and friends are eligible to apply, all must apply and give a reason for needing a key.

**MOTION PASSED** unanimously.

**Committee chairs review.** Natalie facilitated a discussion of open chair positions. Pastoral committee changes will be addressed when Rev. DL returns from summer leave.

**NEW BUSINESS:**

**Fundraising Brainstorm:**

The Board is tasked with finding a way to raise \$10,000 from fundraising.  
Suggestions discussed:

Rosemary Galiani: rent out the RE area to a nursery school or daycare.

Rev. DL Helfer: >Bring in a small Carnival for children with concessions.

>Look into grants from UUA.

Natalie Herbermann: have a concession booth at local festivals.

Mary Fulton: >Members of the congregation can take on cleaning of the building instead of hiring cleaners.

>Faithify crowd funding.

The Board members will continue the discussion of fundraising at the September 2019 retreat.

**Board of Directors Retreat Dates:**

Saturday, Sept 7, 2019 (full day)location to be determined.

Sunday, Feb. 2, 2020 (half day) at the home of Natalie Herbermann.

Natalie Herbermann will email a list of all Board meetings and Coordinating Council dates for the 2019/2020.

**Board of Directors' Vacancy:**

The UUCSC Bylaws, Article 6 E4, state that "if a BOD seat becomes vacant then the board shall elect a person to serve the remainder of the term."

**MOTION:** Natalie Herbermann moved that UUCSC member Nancy Dean fill the vacant Board of Directors' seat for the remainder of the term 2019-2021, term to begin on 6/20/2019. Seconded. **PASSED** unanimously.

**OTHER BUSINESS:**

At the request of several members, Rev. DL Helfer and the Board of Directors agreed to change the meeting time to 6:00PM – 8:00PM.

The next Board meeting will be: **July 17, 2019 at 6:00PM** in the Oneto Community Room.

**Board of Directors Retreat Dates:**

Saturday, Sept 7, 2019 (full day)location to be determined.

Sunday, Feb. 2, 2020 (half day) at the home of Natalie Herbermann.

**Adjourned 8:19 PM**

Respectfully submitted,  
Linda Dupuis, Clerk

\*This Facilities Key/Key Code Policy was developed to help ensure the safety and security of the building, equipment, and congregants of UUCSC; including their families, visitors, and staff members.

Keys will be assigned to members of the Facilities committee, staff and tenants. These will be returned as soon as the tenant vacates the building, staff leaves UUCSC, or a member leaves the Facilities committee. Long-term facility users, such as AA, may request a key that will also be returned immediately if no longer needed by the person to whom it has been assigned. All key and key code assignments must be approved by the Board president. A log will be kept of all assigned keys and key codes that will include the date of approval, date of assignment and date of return or deactivation.

Key codes to use the handicap-accessible door at the top of the ramp for entry to the UUCSC building will be assigned by the Office Administrator, or other trained people. Key codes will be assigned to all staff, members of the Facilities committee, Board members, committee chairs, the Condo president and treasurer, the cleaning company and regular renting groups (such as AA Leaders). Contractors or "One-time" renters (such as an outside group renting for an event) can be assigned a code for the event; and the code will be deactivated after the event. Other members and friends may apply for a key code as needed. Their application must include the reason for needing the key code. Each registered person is responsible for his/her/their own code use (or misuse). Users are expected to keep track of their own pin codes, once assigned. They should not be shared with anyone for any reason. Key codes will be deactivated when no longer needed, such as when a member leaves the Board, or steps down as a committee chair, or moves. A yearly event log audit will be done and unused codes will be deactivated. The key codes will not be reassigned.

An event code will be used to keep the ramp door open during Sunday services and other events, for the convenience of those needing to use the ramp. Basic key codes will allow entry and relock the ramp door immediately afterwards. The doorbell by the key code pad can be used if the office is open as someone will be there to let people in. The doors by the steps will be operated using the appropriate tool.