

**UUCSC Board of Directors Meeting Minutes – 5/15/19 (approved via e-mail 5/22/2019)**

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

**Absent:** Natalie Herbermann, Kai Migliaccio

**Guests:** Myron Waldman, Nick Smith, Jean Bowen

**Call to Order/ Invocation: 6:34 PM**

**MOTION: Mary Fulton moved to ratify the minutes for the 4/17/2019 Board Meeting as approved by email. Seconded. Passed unanimously.**

**Treasurer’s Report: Mary Alice Kimball. Printed copies are on file with the Board clerk.** On Sunday May 19, 2019 Mary Alice Kimball will give a presentation of the 2019-2020 budget to the congregation. Board of Directors members will attend the meeting. The presentation will include the amount to be paid to the UUA annual program fund, and Rev. DL Helfer’s change to a  $\frac{3}{4}$  time schedule. The proposed budget allots \$0 to the UUA fund. The Board members discussed increasing the payment by various amounts.

**MOTION: Elise Bender moved to increase the payment to the UUA annual program fund to \$6500 (50% of the suggested amount), recognizing that the UUCSC budget deficit for 2019/2020 will increase to \$16,737. Seconded. Passed with six yes votes; one abstention. (two members absent).**

An e-mail vote by the Board members will take place after the budget has been presented to the congregation.\* see results of vote below.

**Staff Reports:**

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

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

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

**Committee on Ministry:**

Proposed members of the Committee and their terms of office were presented by Rev. DL. as follows:

Peter Migliaccio (2018-2021)

Mike Henry (2017 -2020)

Carla Bowman (2018-2019) to finish Penny Hall’s term. Carla can be reappointed to a three-year term that will end in 2022.

**MOTION: Linda White Burrell moved to approve the above members and terms for the Committee on Ministry. Seconded. Passed unanimously.**

**Presentation:** Myron Waldman, Nick Smith, and Jean Bowen presented a report on the Hearing Assistance Program. When the existing sound system was installed in the sanctuary, an inexpensive product was chosen. Now an upgrade is needed with better speakers that are adequate, especially for the hearing impaired and those seated in the back of the sanctuary. Jean Bowen reports that the Social Justice Committee has received numerous complaints

about the poor sound. After research by Myron Waldman and Nick Smith, they quoted a cost of \$1500. Rev DL Helfer offered to allocate \$1,500 from the Agape fund to be applied to this upgrade. The Board members discussed this plan.

**MOTION: Linda White Burrell moved to go forward with the plan to upgrade the sound system in the sanctuary as presented by Myron Waldman and Nick Smith for approximately \$1500. Seconded. Passed unanimously.**

**Unfinished Business:**

1. Archives Task Force update: Mary Fulton reported that sections of the Records Retention Schedule have been sent to appropriate persons for input. The Task Force members hope to present the Records Retention Policy to the Board in June.
2. UUA evaluation: Rev. DL Helfer is grateful to the board for completing his third-year evaluation for the UUA.
3. Finance Committee- Facilities Policy: Discussion by the Board re: who will carry out the actual planning. Mary Fulton will advise the Facilities Committee that a project leader is needed before the Proposed Policy "Facilities Plan" can be approved. Vote by the Board is tabled for now. The policy is attached below. \*
4. Nominating Committee: Linda White Burrell reported that the Committee has two people under consideration for the Board of Directors positions and one person for the Nominating Committee.

**New Business:**

1. Rev. DL Helfer ¾ time: Rev. DL Helfer and the Board members discussed the details of Rev. DL's proposed decreased hours from 7/8 to 3/4 time for the next fiscal year, and how it will be presented to the congregation.
2. Building use policy: The Board discussed the advertising of programs held in the UUCSC building; the consensus is that the UUCSC name and not "Lily Pads." should be used for all events.
3. Door codes policy: The Board members discussed the issue of who should have a code or key for the doors to the church building. David Fulton will be asked to speak to Karen St. Peter, who has been distributing the codes and keys, about the issue and to consult the Facilities Use Guidelines for key and code usage.

The next Board meeting will be: June 19, 2019 at 6:30PM in the Oneto Community Room.

**Adjourned 8:27PM**

Respectfully submitted,  
Linda Dupuis, Clerk

\*Linda Whyte Burrell moved via e-mail that the 2019-2020 Budget be approved by the Board of Directors with a UUA Annual Program Fund payment of \$2500, based on the congregational meeting regarding the planned budget. Seconded. Passed by a majority vote via e-mail.

**\*PROPOSED POLICY – 11/14/18****FACILITIES PLANS**

A. By February 15 of each year, the Facilities Committee shall provide the Board with proposed One Year and Three Year Plans; for projected building maintenance, repair and improvements, and the like, including, to the extent feasible, projected expenses for each project.

B. By March 15 of each year the Board of Directors shall adopt a Three Year Facilities Plan for projected building maintenance, repair and improvements, and the like, including, to the extent feasible, projected expenses for each project.

C. Based on recommendations by the Facilities Committee, by April 15 of each year, the Board of Directors shall adopt an itemized and specific One Year Plan for projected projects and expenses for each, for building maintenance, repair and improvements and the like, for the following fiscal year (July 1 to June 30). This One Year Plan shall be included with the Annual Budget submitted at the Annual Meeting, with the explanation that such plans may be revised during the year with appropriate approval from the Facilities Committee, Finance Committee and/or Board.

D. Obtaining more than one estimate for a project may not be practical. If a proposed expense is submitted with fewer than three bids the Facilities Committee shall provide the reason, FOR EXAMPLE – under \$250.00, not enough possible contractors, unique work, good experience with prior contractor, etc.