

UUFCC BOARD MEETING MINUTES

March 9, 2010

Approved April 13, 2010

Present: Helen Volz, Chair, Brenda Black, Andy Lau, Peter Jurs, John Schmidt, Jean Wiant, Fred Volz, Jan Wuest, Secretary

Chalice Lighting and Opening Reflection: Brenda Black read from Michael Durall's *The Almost Church Revitalized: Envisioning the Future of Unitarian Universalism*.

1. Chalice Lighting and Opening Reflection for April – Helen Volz
2. Covenant Review
3. Changes to Agenda - None
4. Approval of February Minutes – Peter motioned, John seconded. The minutes were approved as modified.
5. Reports
 - a. Minister – Submitted a written report
 - b. DLRE – Submitted a written report
 - c. Music Director – Submitted a written report
 - d. Trustee Liaison Reports
 - 1) Brenda Black – Maureen Volz and Brenda met with Martha Jordan, Choir Accompanist, to complete her yearly evaluation. Martha provided a copy of her job description that Brenda will add to the other staff descriptions. Helen Volz reported that the staff reviews have been completed and are satisfactory. Helen Volz will give the reviews to Carolyn Wilhelm, Finance Committee Chair. The Finance Committee will review the suggestions for salary increases and give their recommendations to the Board.
 - 2) Andy Lau – The Finance Committee budget schedule:
March 18, Review of First Draft of Budget
April 8, Review of Second Draft
April 13, Preliminary draft to Board

May 6, review of Final Draft

May 11, Final draft to Board

May 23, Budget presented at the congregational meeting

3) Stevie Rocco – Stevie is away and will report next month.

e. Treasurer's Report. The Office Administrator contract needs to be rewritten to fit with the information in the budget.

f. Program Council – Helen Dempsey submitted a written report.

6. Old Business

a. PSI Project: John Schmidt – John and the current building committee will obtain updates from the architect, put together a larger building committee, and study the budget figures for building potential.

b. Safety Policy: Jean Wiant reported that Paul Kletchka and Sami Heim worked together with Mark and Jean on safety policy. Helen Volz said the policy was too long to review during a board meeting and suggested that those who want to give input should contact Mark. John suggested that the committees under the Property Rep/Building Interior should be solicited for suggestions on the policy.

c. DLRE Goals – Jean reviewed her goals for 2009-2010. Brenda responded that goals are difficult to measure unless they are specific. Peter suggested that a mix of ideal goals with specific steps to attain them in the short term and long term might be most helpful. The Board thanked Jean for all her efforts as DLRE.

d. Review three policies sent in February

1) Should policies be on our web site? That item will be considered at the next meeting.

2) The Staff Professional Expense/Reimbursement Policy and the Policy on Hiring Members of the UUFCC were reviewed. No changes were made. The board did not reach a consensus after reviewing the Earned Income Account Policy. Helen will discuss this policy with Mark.

7. New Business

- a. Music Director Position: Fred Volz –Based on conversations with Mark, Jean, Andy and members of the music committee, Fred proposed that the music director position be changed from a quarter to a half-time position. A half-time music director could work more effectively as a member of the ministerial team and supply the critical need for a children’s music program. Fred would like to see this plan in place concurrent with the start of the new building, with funding in place for a half-time position. Jean said that a Chalice Lighter Grant could cover expenses for the first three years. The Board was very receptive to Fred’s proposal.
 - b. Membership, directory, picture directory questions -Helen Dempsey Helen Volz will add a sentence to the Request for Directory Listing and place the revised version on the visitor’s table. This statement should clarify and be more inclusive of any individual who wishes to be listed in the directory. The photo directory was revised to include all the staff. Membership issues will be taken up at next month’s meeting.
 - c. Proposed stewardship budget from Lois – The Capital Campaign will need an additional \$500 in 2010. Since the \$500 is a one-time expenditure, Peter suggested we put it in the budget now, if necessary, draw the money from the Capital Campaign fund for 2010. Helen V. will tell Lois to send Peter’s suggestion to the Finance Committee
 - d. Breakfast with the Board – Helen V. The Board will have another Saturday morning breakfast in June to introduce the new Board members. The June date will be set next month.
 - e. Video for April meeting about Shaklee - Jay Searles will attend the April board meeting to discuss a fund raising possibility for the UUFCC using Shaklee products. Helen will send the web address to the board for our review before next month’s meeting.
8. Closing