

Minutes of the UUFCC Board Meeting

April 8, 2008

Revised and approved May 13, 2008

Motions Passed

That we approve the presentation of the By-laws changes proposed by the Membership Committee (with one additional change to the section on Maintaining Membership as discussed at this meeting) at the Annual Meeting in May. (See paragraph 11.a.)

That we accept the gift that includes the purchase and installation of the induction loop system for the hearing impaired in the Sanctuary, pending approval from the Aesthetics Committee. (See paragraph 12.a.)

Lois Durran called the meeting to order at 7:05pm. Lois Durran, Marian Dornell, Andy Lau, Bob Newnham, Wayne Osgood, Paula Ralph, Ken Riznyk, John Schmidt, Jean Wiant and Arian Zarkower and were present. Helen Volz was also present.

1. **Chalice lighting & sharings.**
2. **Additions to Agenda** – Marian reminded the Board that we need to be thinking about who we are sending to the Leadership Training Workshop at Juniata College this summer.
3. **Approval of the minutes.** The minutes from the March 11, 2008 Board meeting were approved with two minor corrections.
4. **President's report.** Lois Durran reported receiving a thank you note from the Park Forest Day Nursery for our plate collection donation.
5. **Minister's report.** Mark Hayes sent out a written report prior to the meeting.
6. **Director of Lifespan Religious Education report.** Jean Wiant sent out a written report prior to the meeting.
7. **Music Director's report.** Matt Travis sent out a written report prior to the meeting.
8. **Treasurer's report.** Ken Riznyk distributed a budget report prior to the meeting. He predicts that we may be looking at a shortfall of about \$18,000 (9%) for the current fiscal year if pledge income does not improve. He will send a reminder out to folks who have not yet completed their pledge payment for this year.
9. **Trustee liaison areas.** No reports this month.
10. **Program Council.** John Schmidt distributed minutes from the March 18, 2008 Program Council meeting prior to the meeting.
11. **New Business.**
 - a. **Proposed By-laws changes from the Membership Committee.** The Membership Committee has made further revisions to the proposed changes to By-law Three on Membership based on feedback at the Mid-year Meeting in November and an open work session in February. Laura Brown and Carolyn Ruwitch shared the revisions with the Board in preparation for presenting them for a vote at the Annual Meeting in May. The Committee is proposing changes to By-law Two as well, in order to address the non-discrimination policy here, instead of in By-law Three. There was some discussion concerning the section on Maintaining Membership and whether participation in Fellowship life should be a requirement. The Board requested that this section be changed to reflect that returning the Fellowship Commitment Form every year would be sufficient to maintain Member status, but that active involvement in Fellowship life would be encouraged. There was also some discussion about whether to remove the

waiting period (3 months) before new members are allowed to vote on Fellowship matters. The consensus was to leave this unchanged because the original intent was probably to discourage political maneuvering to recruit new members right before a contentious vote. Bob Newnham moved **that we approve the presentation of the By-laws changes proposed by the Membership Committee (with one additional change to the section on Maintaining Membership as discussed at this meeting) at the Annual Meeting in May.** Ken Riznyk seconded. The motion carried. Laura will post the revised version on the UUFCC website. She will also make sure it is printed in the newsletter in advance of the Annual Meeting.

12. *Old Business.*

- a. ***Proposal for an Induction Loop for the Sanctuary – continued discussion.*** Board members discussed the proposal submitted by the Acoustic Committee last month to install an induction loop system in the Sanctuary that would improve the sound reception for the hearing impaired. Paula Ralph raised concerns about a this late-breaking proposal undermining the process for determining the base budget and dream budget items. Lois Durran and Mark Hayes both said they felt like this is an accessibility, rather than budgetary issue. Two donors have indicated a willingness to cover the cost of installing the system. Bob Newnham moved **that we accept the gift that includes the purchase and installation of the induction loop system for the hearing impaired in the Sanctuary, pending approval from the Aesthetics Committee.** Wayne Osgood seconded. The motion carried.
- b. ***Budget Review – report from the ABD team.*** Lois Durran gave the Board an update on how the Annual Budget Drive is going. The Board will need to approve the proposed FY 2008-09 budget before the Annual Meeting on May 13th, based on an estimate of pledge income later this month. A special meeting on the budget was set for Tuesday, April 29th.
- c. ***Board job descriptions.*** Discussion focused on the Liaison Trustees positions, which are new this year and which have not yet been well defined. The new governance structure suggests three liaison positions: Personnel, Finance, and Long Range Planning and Leadership Development. It was noted that some adjustment might be needed to make these positions more useful and more equitable. The following reorganization was agreed upon: The Personnel Liaison will serve on the Personnel Committee and also help facilitate Leadership Development; the Finance Liaison will serve on the Finance Committee and also assist the President Elect on the Program Council; the third liaison will focus just on Long Range Planning, serving on the Long Range Planning Committee. Liaisons would never be expected to chair these committees. There was also brief discussion about the Treasurer's job description, which seems daunting for one person to attempt to do. We may need to revisit the idea of having a Treasurer's Assistant to help carry this workload. Lois Durran asked Ken Riznyk to think about which duties might be done by staff members or other volunteers.
- d. ***Request to give some of the Service Auction income to the Fuel Bank.*** Sue Smith submitted a letter to the Board asking them to consider donating part of the money from this year's Service Auction (which took in considerably more than expected) to the Centre County Fuel Bank. Board members will be asked to discuss this at next month's meeting.
- e. ***Concern about Bulletin Board in hallway.*** The Board received an emailed letter from Brenda Black concerning the absence of bulletin boards in the

hallway at present. John Schmidt explained that they came down in order to repaint the walls and that there is a committee currently debating how best to handle putting something back up again. The congested bulletin boards tend to collect outdated material and cause congestion in the hallway as people stand in front of them trying to read what is posted there. Anyone with concerns or suggestions should contact Peg Dobrinska who is on this committee. Board members also expressed concern that the wedding photographs inside the entryway feel too much like marketing the building. It would be preferable to have something on those walls that let's visitors know who we are. The Board would like the Program Council to discuss the issue further.

13. **Leadership Training Module.** Ken Riznyk led a training module on mentoring. Next month's training module on giving and receiving feedback will be led by either Mark Hayes or Wayne Osgood, if Mark is unable to do it.

Reminder: The Board and Program Council are meeting with Alan Popovitch, the architect that drew up the preliminary building plans next Tuesday, April 15 at 7pm. The meeting adjourned at 9:00 pm.

Respectfully submitted,

Paula Ralph

Upcoming important dates

Board and PC meet with Architect	April 15
Program Council	April 22
Extra Board Meeting – Budget only	April 29
Spring Workday	May 4
May Board meeting	May 13
Annual Meeting	May 18