

**BOARD OF TRUSTEES MEETING MINUTES**  
**July 30, 2019 4P-6P Bowman Hall**

Board of Trustees: Attending: Tom McCampbell (President), Frank Lockwood (Vice President), Nancy Burpee (Secretary), Mark Swanson (Treasurer). Members At Large: Julie Jordon, Elizabeth Long, Becky Malecki.

PROCESS OBSERVER: Becky Malecki

VISITORS: Teresa Jordon, Tim Miller, Sheryl Guy, John Redemske

OPENING WORDS and CHALICE LIGHTING: Tom Mc Campbell/Becky Malecki

COVENANT: Frank Lockwood

CHECK IN: Completed

CONSENT AGENDA:

- 1) Prior Meeting Minutes
  - 2) Worship Service Attendance Report Not Received
  - 3) Minister's Report Not Received
- Motion by Elizabeth Long, that Meeting Minutes be approved as written. Second: Julie Jordon. Motion Approved.

PUBLIC COMMENT:

Teresa Jordon distributed Mindful Meetings information.

**BUSINESS AGENDA**

FINANCE COMMITTEE REPORT: Tim Miller

Balance Sheet is a work in progress. Report covers July 1, 2018 through June 30, 2019. The approximate income amount per month to meet budget is \$20,000. Due to underspent budgeted expenses, budget for year met fiscal goals with positive \$418.00 on income side. Discussion of proper bookkeeping methods for churches. Tim Miller and Mark Swanson will be meeting by September, 2019 to establish excess operating money investible guidelines. Social Justice Committee will need to be cognizant of money spent on inventory items. Try to keep inventory at \$1000 or less per year.

Motion made by Mark Swanson to use fiscal year 2019 cash balance \$418.00 toward the negative \$1000 debt of Social Justice Committee. Seconded by Becky Malecki.

Motion Approved.

Tom McCampbell will meet with Social Justice Chairperson to discuss inventory expenditures.

Non funded events have been positive financially.

Motion made by Elizabeth Long to approve Finance committee Report. Seconded: Becky Malecki. Motion Approved.

**TREASURER REPLACEMENT UPDATE: Mark Swanson**

No volunteers. Mark Swanson will continue until the end of December 2019.

**APPOINT BACK UP TREASURER:**

Sheryl Guy will take over Treasurer duties while Mark Swanson is vacationing for several weeks. Motion by Mark Swanson to permanently appoint Sheryl Guy as back up Treasurer. Second: Elizabeth Long. Motion Approved.

**DFF BENEFIT PLAN:**

Discussion of health insurance benefits for newly hired Interim Faith Formation Director. Mark and Tim outlined the options available to UUFD to fulfill our contractual obligations to the FFD. Several BOT members expressed deep concern about the costs of the options as we move forward. Concerns were also voiced about equity issues; if we offer health benefits to the DFF, what about the minister and office administrator. After much discussion, a motion by Becky Malecki to reimburse 80% of UUA Bronze Plan: Second: Elizabeth Long. Motion Approved.

**BUDGET AMENDMENTS:**

After further discussion, Motion by Mark Swanson to correct insurance payment to 80 % of Bronze UUA Insurance plan not to exceed \$5500.00 instead of \$6757.00 currently budgeted. Second: Becky Malecki. Motion Approved.

**FINANCIAL PRACTICES TASK FORCE:**

Proposal presented by Tom Mc Campbell to create a Financial Practices Assessment Task Force. Motion by Frank Lockwood to accept the Proposal as written. Second: Nancy Burpee. Motion Approved.

**CHANCEL EXPANSION PLAN:**

Presentation, with detailed drawings, by John Redemske, Building and Grounds Chairperson. Motion to accept the remodel plans with southside ramp made by Nancy Burpee. Second: Elizabeth Long. Motion Approved.

**HEALTHY CONGREGATIONS TASK FORCE:**

Discussion to clarify the role and responsibilities of the previously BOT-approved task force. Elizabeth Long, Julie Jordon, Teresa Jordon and Becky Malecki responded to questions from Tom. The task force will research best practices for establishing a Healthy Congregations Committee and seek members from the congregation to serve on that committee. Frank Lockwood, Becky Malecki, Tom McCampbell, volunteered to help Elizabeth Long

**BOT MEETING/DEEP CHAIR SCHEDULE:**

Deep Chair Meetings will be 3<sup>rd</sup> Tuesday of month 4p BOT homes.

BOT Meetings will be 4<sup>th</sup> Tuesday of month 4p-6p Bowman Hall.

This schedule will start September 2019

**Holiday Schedule 2019:**

November: Deep Chair: 4p November 12.

BOT: 4p November 19. Bowman.

December: Deep Chair: 4p December 10.

BOT: 4p December 17. Bowman.

Next BOT Meeting: August 27, 2019

Next Meeting: Opening Words: Elizabeth Long. Closing Words: Becky Malecki.

Process Observer: Becky Malecki, Nancy Burpee

Respectfully submitted,

Nancy Burpee, Secretary