

**UNITARIAN UNIVERSALIST FELLOWSHIP OF DURANGO
BOARD OF TRUSTEES MEETING MINUTES**

November 19, 2019
Bowman Hall

Board of Trustees' Members

Attending: Frank Lockwood (Vice President), Mark Swanson (Treasurer), Nancy Burpee (Secretary), Members at Large: Elizabeth Long, Becky Malecki.
Absent: Julie Jordan, Tom McCampbell, (Resigned effective today. See below)

OPENING WORDS AND CHALICE LIGHTING:

Reverend Katie Kandarian-Morris

BOARD COVENANT:

Elizabeth Long.

PROCESS OBSERVER:

Nancy Burpee.

The meeting was called to order at 4:02 p.m. by Vice President, Frank Lockwood who announced that he was asked by Tom McCampbell to preside at this board meeting per his duties as Vice President in the absence of the President.

CHECK IN: Completed.

VISITORS: K. Redford, Eb Redford, John Schiffel, Elizabeth Crawford, Teresa Jordon, Tim Miller, Kathleen Adams.

CONSENT AGENDA:

Prior Meeting Minutes: Add last names to people mentioned in previous month's minutes.

Worship Service Attendance Report: Completed

Minister's Report: Completed

Interim DFF Report: Completed

Finance Report: Completed.

Motion made by Elizabeth Long to accept reports and minutes as submitted: with the last names being added. Second: Nancy Burpee. Approved.

PUBLIC COMMENT: Teresa Jordon, commented that members of the congregation will support and help the BOT as needed,

BUSINESS AGENDA:

ALLOCATION OF 2019 FROLIC NET PROCEEDS:

Gross Revenue \$22,510.27 Expenses \$1326. Net Revenue: \$12,210.35
Mark Swanson made motion to add \$1936 from previous Frolic to proceeds of 2019 Frolic Totaling: \$14,146.35 Second: Nancy Burpee. Motion approved.

Motion by Nancy Burpee that BOT modify decisions made in May 2019 re: distribution of 2019 Frolic Funds: \$10,500 will be a one- time allocation to the general fund for the 2019-2020 Fiscal Year. Second: Elizabeth Long.
Motion approved.

CONSIDER PROPOSALS FOR ONE TIME CAPITAL EXPENSE.

The following written proposals were received by the BOT for review prior to this meeting:

1. Proposal for Chalice Stands from Worship Arts: Tom Miller. \$1,200.00
2. Proposal for New Sound Equipment from Worship Arts: John Schiffel. \$3,420.00
3. Proposal from Choir Director for furniture for music storage: Elizabeth Crawford. \$1,409
4. Proposal from Stewardship Team for funds to host an event to promote the new Stewardship campaign. \$2,000.00.
These four proposals totaled \$8,029.
5. Proposal from Faith Formation for Personnel Funds. \$1,875.

Much discussion among the BOT and Presenters for Clarification and understanding of each proposal.

Motion by Elizabeth Long that money from the Contingency Fund in the general budget be applied to the Faith Formation personnel fund needs and the remainder of the proposals be approved and paid from the net proceeds from the 2019 Fall Frolic. Second: Nancy Burpee. Motion approved.

Note: Total net proceed from both Frolics: \$14,146.35

Amounts approved from these proceeds: \$8,029

Remaining unallocated proceeds: \$6,117.35

Mark Swanson noted that we should discuss funding in the future for retirement and other personnel matters in an effort to meet UU guidelines in a future meeting.

PROCESS OBSERVATION: Nancy Burpee

Nancy Burpee noted that the discussion from the beginning of the meeting had been respectful and collaborative with BOT and Guests trying to meet the needs of the whole. Reverend Katie Kandarian Morris noted that the process takes longer with guests and BOT discussing issues.

FINANCIAL PRACTICES TASK FORCE REPORT:

Frank Lockwood reported that the work of the task force was almost complete. Written procedures have been proposed to transfer the accounts payable duties from the Treasurer to our current bookkeeper, Barbara Richter (with her agreement) to expand her duties to include these new check-writing procedures and how to integrate them with the church staff and teams. New checks and envelopes have been ordered to

facilitate this process. Awaiting final revisions/suggestions to procedures from staff, Katie, Treasurer and Office Administrator.

TREASURER'S REVISED JOB DESCRIPTION:

The Treasurer's job description will be revised by the task force with the help from the Leadership Development & Nominating Committee Chair K Redford. The current Treasurer Mark Swanson is scheduled to leave at the end of December 2019 .

UUFD LEADERSHIP SUCCESSION PLAN:

President Tom McCampbell has resigned from the Board of Trustees effective today, November 19, 2019. According to the bylaws, the new President must be a current member of the board. Motion by Nancy Burpee to nominate Frank Lockwood as the board's new President. Second: Mark Swanson. Motion approved.

Motion made by Nancy Burpee that Elizabeth Long become our new Vice President Position. Second: Mark Swanson. Motion approved.

NOTE: Per the Bylaws, each of these new positions last only until the end of the current fiscal year.

K Redford and the nominating committee will begin a search for the open Member At Large Position. It was also noted that only 2 BOT members will remain on the board at the end of the fiscal year. The nominating committee has already started searching for potential new board members.

NEW BOT MEETING MINUTES DISTRIBUTION PROCEDURE:

The Secretary of the Board will create the draft minutes, forwarding the draft to the President of the Board for suggestions/corrections. The Secretary will make every effort to submit minutes to the President within 4 days after the meeting.

The President will send the second draft to remaining BOT for their input concerning suggestions/corrections. Any BOT member who would like to make modifications of the minutes will send the clarification to the Secretary who will incorporate all changes into the final minutes to be presented at the next board meeting. After the minutes are approved at the board meeting, the Secretary, per Reverend Katie's request, will distribute copies of the minutes to: Reverend Katie-Kandarian Morris, Office Administrator; Jeanne Mackenzie, Worship Arts; John Schiffel and Board President Frank Lockwood who will file the minutes in 365 Computer files.

MINISTER'S SABBATICAL:

Reverend Katie Kandarian-Morris has finalized plans for her coverage during her two-month sabbatical beginning in January. Susan Koontz, Reverend Katie and Frank Lockwood will discuss decision making authority if there are issue to be addressed during Reverend Katie's absence and.

HEALTHY CONGREGATIONS COMMITTEE REPORT:

Elizabeth Long and Frank Lockwood will discuss, and send out a letter searching for potential committee member volunteers

OPEN QUESTION INITIATIVE:

Reverend Katie will present her sermon on December 1, 2019 on the Open Question. The BOT will discuss the future process, if any, of The Open Question, after that time.

Process Observation: none.

Next Meeting Assignments: Open/Close/Observe. None.

Closing Words and Extinguish Chalice.

Reverend Katie-Kandarian Morris.

Meeting adjourned at 6:05 p.m.

ANNOUNCEMENTS:

Next Deep Chair: Tuesday, Dec. 10 4p-6p. Becky Malecki home: 41 Cedar Ridge Way

Next BOT Meeting: Tuesday. Dec 17 4p-6p.