

**Unitarian Universalist Congregation of Venice**  
**Board of Trustees Meeting Minutes**  
**Asta Linder House    October 13, 2015**

**Call to Order**

The Board President, Joel Morrison, called the meeting to order at 9:30am, followed by a check in time.

The Board Secretary, Erin Fangboner, called the role of voting board members.

- Present at the meeting: Joel Morrison, Marian Fox, Peter Hurley, Earl Baumbach, Erin Fangboner
- Present via telecommunication: Bill Dowling, Dave Lyons
- Nonvoting ex-officio member present: Khleber Van Zandt, Minister,
- Guest present: Jaye Williams DRE

The President declared that a quorum of voting board members was present, as defined in the bylaws

**Approval of Minutes**

The Secretary presented the minutes of the board meetings for August and September. Marion moved we review the minutes from August and September before voting acceptance. Joel stated he will accept a vote via email and any corrections before next meeting.

**Treasurer's Report**

Peter presented the treasurer's report, balance sheet and financial summary for September.

Acceptance of the treasurer's report, moved by Earl and seconded by Joel, was approved.

**Minister's Report**

Rev. Khleber shared information on the memorial services in which he is currently involved with for three deceased members: Marjorie El-Kadi, Sally Johnson and Jean Heuman.

Jaye Williams is engaging with the YRE Committee and will be introduced to the Congregation next Sunday.

The "garage area" at the Asta Linder House has been reconfigured into a classroom-like space to accommodate Forums, Adult RE, and other meetings. YRE and Family Promise were involved in the process. It is now designate "Room A".

There remains a minor issue with Family Promise regarding the location of the large screen TV; it probably will be resolved with another donated TV.

**Director of Religious Education**

The newly hired Director of Religious Education, Jaye Williams, was introduced to the board members followed by a discussion.

### **FPL Solar Power Issue**

There is a problem with the FPL. Its representative claims the installed Sanctuary solar system capacity exceeds its demand and this could jeopardize the rebate. There have also been delays getting timely responses from the representative regarding this issue.

Solar by Harriman's, Inc. is vigorously challenging FPL's position and will be conducting its own system tests to provide accurate data. It also noted that the delay by FPL is in violation of state statutes.

Harrimans is directing its information and challenges to individuals above the representative and is confident this will be resolved favorable when FPL is appraised of

### **Family Promise**

The first Family Promise week stay begins on October 25th. Discussion was regarding our preparedness for the event. It appears that Barbara Griffin and her group have everything in place. It was decided that the board need not become too involved by establishing a liaison because Barbara is quite competent. However, the board did not want to appear unsupportive; therefore, Rev. Khleber will inform Barbara that he is available, 7-24, if needed.

### **Life Span Education**

The position of Team Leader for Life Span Education was discussed. Steve and Phil have been relieved of the position at their request. Rev. Khleber and Jaye suggested not having a team leader at this time. Jaye can handle the position unofficially as DRE. She will send a monthly report to the Coordinating Council in lieu of attending. This would allow her to sort out and become familiar with the many adult education and social entities.

It was agreed the position of team leader would not be filled for the duration of the fiscal year.

Rev. Khleber raised the issue of "team leader" vs. "team liaison". There is an expectation from the Board that the leaders of the 11 committees have considerable responsibility for the performance of their teams while it appears most leaders believe they agreed to function more in a liaison role when they accepted the team leader position. It is an ongoing issues and a source of discontent that needs to be addressed.

It was agreed that this would be followed up at the next meeting.

### **Personnel Policy**

Peter presented changes to the Personnel Manual regarding hiring and termination. A motion to accept the changes made by Peter and seconded by Joel, was approved. Peter will communicate to Nan the information for the policy changes.

### **Second Congregational Meeting**

The second congregational was set for January 24, 2016.

Securing topics for the meeting were explored. A motion by Marian that we ask for input under the theme “For the Good of the Congregation” in the weekly Happenings and monthly Connections was seconded by Peter and approved.

### **Sanctuary A/V issues.**

This past week’s A/V problem was reviewed. It was determined to be due to user error and not related to the equipment, which is working fine.

The ongoing issue of a securing a knowledgeable A/V operator for services and other activities was discussed. The current arrangement that depends on volunteers has become problematic. Effort to find a paid technical operator has been unsuccessful. Rev. Khyber's suggestion from the previous meeting to use Erin was explored.

It was decided that Joel would review the A/V job description and consult with the Personnel chairperson regarding the matter. He would also determined whether it was both feasible and desirable to create a paid position that would combine this function with the sexton and facilities cleaning duties as opposed to contracting separately for the three jobs.

Erin who had expressed interest in the A/V position, recuses herself from the decision.

### **Comments for the Good of the Congregation**

It has been brought to the board’s attention that the Sanctuary windows are dirty and need attention. They were last cleaned in the Fall by a volunteer. It was decided that the windows cleaning should be on a maintenance schedule by a contracted professional.

Joel will convey this to the Facilities team leader.

Rev. Khleber requested that the Board clarify the responsibilities and authority of the minister regarding the use of the Sanctuary for marriage, funeral and similar services. A recent funeral service illustrated the lack of clarity in the current policy.

A revised policy statement will be placed on next month’s agenda.

### **Adjournment**

The next meeting is scheduled for November 10th at the Asta Linder House at 9:30am.

The president adjourned the meeting at 11:30am.

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Bill Dowling, recorder  
For Erin Fangboner, secretary

12/8/15  
Date approved by the Board of Directors