

**UUCOV Board of Trustees  
Meeting  
December 13, 2018**

**Call to Order** at 9:34 am

**Members present:** Linda Underwood, Donna Schafer, Dave Lyon, Linda Kabo, Rev. Khleber Van Zandt, Ken Boysworth, Pam MacFarlane, Richard Palmer.

Chalice was lit and Rev. Van Zandt offered a reading.

Check-in was completed.

Quorum was established.

Membership is currently 219.

Thank-you notes will be sent to the volunteers who painted the lanai; and also to Pam MacFarlane and Ruth Boysworth.

**Approval of Minutes:** Minutes of the Nov 8 meeting were approved via email.

**President's Report:** The agenda is the president's report.

**Vice President's Report:** Donna has encouraged all team leaders to develop a mission statement. She has completed one for the auction. Committees are encouraged to give a short verbal report at the Coordinating Council meeting. Donna will give the committees parameters for these reports. Update on the auction: Jack Head will again be the auctioneer. Jim & Gloria Beckstrom and Laura Marcusa are also volunteering. Getting corporate donors has been suggested as a possibility. (Vice President's report, CC minutes and team reports are available for review).

**Minister's Report:** A Music Committee has been formed. Rev. Robert Tucker's sermon has been removed from the front page of the website but is still on an inside page. Videos of Khleber's sermons are available. He will discuss ways to facilitate video recording with Tom Reeves. Notifications for the Happenings insert in the Sunday program need to be shortened. Linda U. will look into this and edit for length.

**Treasurer's Report:** For the month of November, we spent \$4,651 more than we received. Our Futures Fund was moved to Vanguard Restricted, and that \$10K was invested in a one-year CD. An account with Gulf Coast Community

Foundation has been established with a fee of 0.5%. Work on the budget is moving along well. Salary recommendations for staff will be brought to the Board in January. The Sunday donation box collection is down. This may need to be revisited. Thanksgiving dinner expenditures were \$1506, and \$604 (40%) was collected.

(Treasurer's Report is available for review).

### **Old Business**

- Congregational Safety: Linda U, Ken, Eileen and Steve Leaply will attend the Venice Police Department's training on Church Safety.
- Thanksgiving Dinner: Pam reported that the event went very well, and she will chair it again next year with the same caterer. Ninety people attended. Two ladies were hired to do the cleanup. Cost of the event to the congregation was \$928.
- Wine, Cheese and Cookies will be served at 7 pm after the Christmas Eve service which is at 6 pm.
- Sabbatical Planning: Khleber would prefer to take the sabbatical between February and June 2020. A Sabbatical Committee needs to be formed and to begin work in January.

### **New Business**

- Policy and Procedure Discussion: Linda U. submitted a Policy and Procedure template which can be used for any team or committee. She also submitted a P&P for the Church Calendar.

**MOTION** The Board approves the Policy and Procedure for the Church Calendar. Motion passes unanimously.

- Nominating Committee: Eileen Leaply and Nancy Ryder were voted in to the Nominating Committee at the Congregational Meeting.

**MOTION** The Board approves the following persons as additions to the Nominating Committee: Rick Williams, Trudy Jacoby, Wendy Voigt. Motion passes unanimously.

- Asta Linder Front Walk Paving. Discussion of cement versus more sustainable kinds of paving.

**MOTION** The Board authorizes an amount not to exceed \$1200 for cement paving. Motion fails. This issue will be revisited at a later date.

- Interim Board Member. Pam has agreed to serve as Secretary when Linda K. leaves the Board at the end of December. Claire Harrison has agreed to serve as Pam's replacement.
- Fiscal Team Policy and Procedure. This will be postponed until January.
- Congregational Fact Sheet Review. Linda U. put together this Fact Sheet. It will appear in Connection, and Linda will chair a congregational conversation on it in January.
- Discussion of Congregational Outstanding Needs. Linda U. will email some dates for the Board to meet and discuss strategy for long-range planning.
- Board Mission. Linda U. offered some suggestions which were discussed. A vote will be taken on this next month.
- Serving Liquor at the Auction and at the Wine, Cheese and Cookie Hour.  
**MOTION** to authorize the serving of liquor at these two functions was approved **via email**.
- Authorization of Electric Repairs to Sanctuary and Parking Lot Lights.  
**MOTION** to authorize these repairs was approved **via email**.

### **Other Business**

- Decoration and signage of the lanai need to be looked into.
- Sunday Morning Experience needs a team and a chair. Ken offered to be part of the team and will ask Ruth if she would also be willing to participate.

Next scheduled meeting: January 10, 2019

Meeting adjourned at 11:45 am

Respectfully submitted,  
 Linda Kabo  
 Secretary