

UUCOV
Board of Trustees
Minutes
May 10, 2018

Meeting was called to order at 9:30 am

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

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

Quorum was established.

Check-in was completed and included a comment from Dave that UUCOV is committed to the cleanup of a portion of Venice Ave. He suggested that this be better publicized within the congregation and that it be placed under the aegis of a team such as Green Sanctuary.

Thank-you notes will be sent to Bruce King, Bill Dowling, and to the new UUCOV band.

Approval of Minutes: Minutes of the April meeting were previously approved via email.

President's Report

An email has been sent out establishing the Charitable Giving Task Force. The agenda is the remainder of the president's report.

Vice President's Report

Mission Statement implementation is starting. All teams have been asked to work on creating their goals with the Mission Statement as their guiding principle. Diane DeGrasse is working on signage, starting with small signs with more to come in the fall. The Care Team is working on a survey of people's needs in the event of another threat like the last hurricane. Right Relationships is still in its infancy and will be looked at again in the fall. The Charitable Giving Task Force has been set up and charged with how we choose our Charitable Giving recipients. Bill Dowling is working on a Home Depot grant to help finance the upgrades to Asta Linder.

We need financial reports containing all necessary information in order to make meaningful month-to-month comparisons of UUCOV's financial status.

Minister's Report

The fiscal meetings were informative. Reserve funds are now clearly accounted for. The upcoming Longitudinal Review will give us a more comprehensive and wholistic view of our successes as well as areas needing improvement. It is unclear whether the Chalice Circle will have enough participants to meet over the summer. The live-streaming on Facebook of the "Sunday at the Beach" service was a success. The streaming of sermons in coming weeks and over the summer will be considered. There has been far less activity in the Minister's Discretionary Fund over the past few months. Khleber will look around for ministry opportunities that fit with the basic goals of the fund and will begin to support those opportunities more regularly.

Treasurer's Report

For the month of April, our Income was \$92,626 while our expenses were \$68,482 for a net gain of \$24,144. Expenses were less than our monthly budget while our income was 3X our monthly budget. The increased income was due to late paying of 2017-18 pledges and early paying of 2018-19 pledges. An internal audit has been done. The treasurer will meet annually with team leaders to review how teams are spending their money. The treasurer's monthly reports will be more detailed going forward. UUA dues are 6.75% of the annual budget. The mortgage paydown of \$27,000 which was approved at the last Board meeting will be paid out of the Reserve Fund. The Longitudinal Review will include looking at contributions to the church in the donation boxes. Excluding charitable and pledge contributions, we received \$1200 in the donation boxes in the past three months.

Discussion: Richard said that an external audit should be done, but recognizing that this is very costly, he suggested that an external systems review could be done less expensively.

Linda U. said this will be put on the agenda for a future meeting. The Finance Committee wants only the internal audit, but the Board's decision on this matter will be final.

Richard also suggested that we purchase a check reader to make tabulation and recording of donations and pledges easier. Dave will meet with Dave Williams and Marsha French to discuss this and other matters.

Membership Report

Membership didn't have a report, but Claire Harrison has completed the draft of the Making Connections Brochure and a new member Profile for 2018. Our current membership is 217. Emeritus status will be considered for some members in the fall.

New Business

- Family Promise and YRE request a building partition and installation of doors in Asta Linder. Estimated cost is \$1,750. A skylight, costing \$1,500, would need to be considered separately. The Campus Team will be asked to consider ventilation options in Asta Linder.

Motion: The Board will approve \$1,750 for the building partition and installation of doors in Asta Linder, pending approval of the actual plan by the Campus, LRE and Family Promise teams. Motion passes unanimously.

- Home Depot grant application. Bill Dowling has applied for a Home Depot grant of \$5,000 to help defray the total cost of \$6,800 for upgrades to Asta Linder.

Motion: The Board will approve \$1,600 to make up the difference should we not get the \$5,000 Home Depot grant. Motion passes unanimously.

- Minister's Housing.

Motion: The Board will identify \$36,600 from the minister's total compensation as a housing allowance. This will be effective for the 2018-2019 fiscal year. Motion passes unanimously.

- Review of Board Retreat work: Mission Statement, Covenant, Goals

The Mission Statement of the Board of Trustees: The Board of Trustees is the governing body of this Congregation. The Board members are charged with representing and acting for the Congregation in setting the vision and policy while upholding the values of UUCOV and Unitarian Universalism.

The Covenant of the BOT: We pledge to:

Respect our fellow trustees by:

- Respecting all opinions
- Having open and respectful discussions during meetings

Listening actively and openly

- Speaking one at a time
- Eliminating distractions during our meetings

Respect our congregation by:

- Listening to their concerns
- Providing full information to the congregation on a timely basis
- Expecting and respecting confidentiality
- Speaking with one voice once a Board decision is made

Goals: Ways to involve the children more in church activities will be on the agenda at the next Coordinating Council meeting.

- **Zoom.** We experimented with setting up a meeting via computer on the Zoom site. This will be useful if one or more members are away during the summer. This is a work in progress.

Next meeting Tuesday, June 11 9:30 am.

Meeting adjourned 11:50 am

Respectfully submitted,
Linda Kabo