

# **UUCOV Board of Trustees**

## **Minutes of April 11, 2019 Meeting**

### Call to Order

- President Linda Underwood called the meeting to order at 9:30 a.m.
- Reverend Van Zandt led the chalice reading which he wrote
- Members present: Linda Underwood, Dave Lyon, Ken Boysworth, Steve Leapley, Pam MacFarlane, Richard Palmer, and Claire Harrison - quorum met
- Also present: Reverend Van Zandt
- Thank you notes will be sent to Marcie Schiff to be shared with the choir for Music Sunday.

### Approval of Minutes

- Minutes were approved via email

### Monthly Reports

- President's Report – Distributed and attached.
- Vice-President's Report - None
- Minister's Report – Distributed and attached. Khleber discussed grant application to Eli Lilley related to costs associated with Minister's sabbatical. Question raised as to whether approval of the Board of Trustees is required prior to its submission. This is not felt to be necessary.
- Treasurer's Report - Distributed and attached. Dave spoke of financial issues continuing to be addressed but overall, we are in good shape. Ken, having taken the Treasurer's report and put it into a spreadsheet format, raised several questions. Richard suggested that he might consider attending the Finance Committee meeting. Not all income sources listed on the report as distributed.  
Dave spoke of UUCOV currently being a member of the Venice Chamber of Commerce and as such paying dues. Question raised of what value this is to the congregation.  
Bequest from Charlotte Neagle has been received and as designated has been allocated to 50% each to the Minister's Discretionary Fund and to the Futures Funds.

### Sabbatical Planning

- Discussion of who will act as chief of staff in Khleber's absence. Possibilities mentioned include: the interim minister, a Personnel Committee, or someone from the Board. Khleber stated preference for it being an individual in a leadership position versus a committee. It was agreed by the Board that this would be preferable. Khleber was asked to speak with the staff as a first step and asked to report to the Board next month.
- Current focus is on looking to hire one-person vs multiple as sabbatical minister.

### Safety Planning

- Steve gave an update including: safe room having been designated for the children at Asta Linder and that an opaque hurricane window will be installed; four walkie-talkies have been purchased – 3 for the sanctuary and 1 for Asta; front sanctuary doors will be locked during services; and volunteers will be solicited to monitor premises.

### New Business

- GA delegates – Jaye has voting privileges as does Khleber. Linda Van Zandt was approved as a congregational voting member for this year's GA.
- Annual Report – Linda will be preparing an annual report as summary of the past year's activities.
- Board of Trustees meeting schedule – was sent via email and is attached.

- Board Retreat – discussion of scheduling and purpose. Coordinating Council team leaders were asked to submit goals for the next year for the Board discussion in setting of goals for the year.
- Donation of Vehicles – the recent donation and sale of Charlotte Neagle’s car was successfully handled by Steve Leapley and reported to be an easy process. Steve has volunteered to handle any future vehicle donations.
- Team Leaders and Volunteer Recruitment – discussion of issues related to engagement of congregation members and friends. Mark Murray and John Spitzer suggesting that every individual be approached when they become a member/friend/regular visitor to be assessed as to background/ strengths/interests. This led to a discussion of role/needs for additional paid staff positions or augmentations to address both time limited and ongoing needs. Issue of what can be addressed easily and quickly, what key functions are critical and need attention, and how best to move in the right direction. Difference in who is attending and how are they engaging as well as concern that we are not connecting with those who might need to be visited. Agreed that this issue needs further discussion and input from others. Hoped that conversation happening related to Caring Team may provide further thoughts and information.

Next Meeting of the Board of Trustees

- Scheduled for May 16, 2019 at 9:30 am at Asta Linder.

Adjournment

- There being no other business, the motion was made by Richard Palmer and seconded by Ken Boysworth to adjourn the meeting. Motion passed unanimously and meeting was adjourned at 11:40 a.m.

Respectfully submitted,  
Claire Harrison  
Secretary