

# **UUCOV Board of Trustees**

## **Minutes of December 12, 2019 Meeting**

### Call to Order

- President Linda Underwood called the meeting to order at 9:00 a.m.
  - Chalice lighting and check in.
  - Members present: Linda Underwood, Dave Lyon, Ken Boysworth, Pam MacFarlane, Steve Leapley and Claire Harrison. Also present, Reverend Khleber VanZandt.
- Quorum met.

### Thank You Notes

A thank you note will be sent to Edward MacFarlane, Pam's son, for having done the signs. Thank you notes will also be sent to folks who volunteer in the office.

### Approval of Minutes

- Minutes approved as distributed via email.

### Monthly Reports

- President's Report – As distributed and attached. By-Laws Committee has been formed and the Nominating Committee is currently working on nominations for Board of Trustees and slate of Officers. Linda is working on Policies and Procedures manual, a goal she has undertaken and hopes to soon complete. The Sabbatical Committee is looking to having a newspaper article introducing Reverend Dennis McCarty to the community and working out final details. A two-session Pathways class was held and well attended.
- Vice-President's Report – As distributed and attached. The Coordinating Council met on December 3<sup>rd</sup>. Key items discussed included: need to increase number of volunteers especially for ushering and welcome table at the second service; need to update our website; and need to change our address on GPS website as it directs people to Pinebrook versus to Edmondson entrance. Thanksgiving Dinner well-attended and the percentage of funds collected was higher than in past years.
- Minister's Report – As distributed and attached. A focus of Reverend Khleber's work when he returns from sabbatical will be on developing a Committee on Ministry.
- Treasurer's Report – As distributed and attached. Discussion and decision made to cancel the spring Sunday service held at Maxine Barrett Park as our sabbatical minister will be here at that time. Salli Clarke, our Office Administrator, has assumed responsibility for scheduling and coordinating of guest ministers. Income from jazz concerts is being shown as 'special events.' Charitable giving for this year is slightly down, but not significantly. A focus of next month's Board meeting will be on giving input on next year's proposed budget especially in the areas of travel, special events, and auction.
- Membership – Current membership is 215 total which includes 10 members emeritus. This reflects the addition of one new member and three former members having moved away. We also have 44 pledging friends, an important number for us to continue to consider when looking at the numbers in our congregation.

### Old Business

- Linda will be away the second Thursday of January. Discussion of whether or not to hold our next Board of Trustees meeting as regularly scheduled in January. Agreed to hold meeting as scheduled with Pam MacFarlane as Vice-President to chair.

### New Business

- Saying Goodbye to Jaye Williams, DRE - The parents of the children who attend RE have been asked to help with serving cake on Sunday, December 22<sup>nd</sup>, Jaye's last Sunday here. The children will also be doing something for Jaye that Sunday. Children and volunteers are going to be hosting a luncheon for Jaye as well.
- Annual Meeting – Will be scheduled for Saturday, March 21<sup>st</sup> at either 10:00 or 10:30 a.m.

- Christmas Eve Planning - The Board will once again be hosting a wine and cookies reception following Christmas Eve services. Linda, Pam, and Claire volunteered to set up and bring in food/beverage items.
- Accomplishments/Goals for Pledge Process - Brainstorming and discussion of accomplishments of the past year included: installation of new walkway and gate at Asta Linder; work of the Caring Committee both at the internal and external levels; now having LED lighting throughout our campus; and our having sponsored two NACA scholarships. Welcoming Status also mentioned, where it is currently needs to be checked. Recommended goals for 2020/2021 include: Family Promise, interfaith activities, physical plant improvements, and pastoral outreach.
- Linda is looking to set up a Long-Range Planning Committee with goal of recommending a plan at 5-year, 10 year, and 20-year timelines. Board asked to suggest possible members for this Committee directly to Linda.
- Planned Giving Policy and Procedure – Linda and John Spitzer’s work on Planned Giving Policy and Procedure and description of Endowment Fund and Futures Fund including sign-up form was distributed and discussed. Hope is that something can go out to the congregation on this prior to our Annual Meeting. Following discussion, the motion was made by Linda Underwood and seconded by Steve Leapley, that both these documents be approved as proposed. Motion carried unanimously.

#### Other Business

- Pam suggested as a possible fundraiser that Elizabeth Ellis, a storyteller, be asked of her interest and availability to stage a Saturday evening performance at UUCOV. Pam will further explore.

#### Next Meeting

- Scheduled for Thursday, January 16, 2020 at Asta Linder at 9:30 a.m.

#### Adjournment

- There being no further business, the meeting was adjourned at 11:03 a.m.

Respectfully submitted,  
Claire Harrison  
Secretary