

## UUFBR Board of Trustees Meeting, May 23, 2011

1. Present: John Giordano-Weintraub, Robert Duchemin, Bob Smith, Bill Bode, Sharon Drew, Bill Jensen, Doug Hughes, Karen Sherman, Susanne Goffredo. Rev. Harris Riordan and Rev. Amy Carol Webb attended. Mel Kuritzsky was also present.

Meeting called to order at 7 PM.

The Revs. Riordan and Webb presented words of inspiration.

**Behavioral Covenants** were read. Robert Duchemin will address changing covenants for the next meeting.

**Minutes** for the Board Meeting of April 25, 2011 and the Congregational Meeting of May 8 were approved as presented.

**Minister's Report**-included vacation schedule and an update on the robbery at UUFBR on the night of May 1-2.. The Board Retreat was scheduled for August 21, 2011. The next year's goals in handling staff changes, Sabbatical leave coverage, music program and RE changes must be met within the financial shortage faced by UUFBR.

### **Board Reports**

RE update-A review of plans and accomplishments was given. A decision was made to discontinue RE registration fees. Question raised regarding RE Committee being able to do that without Board permission. Bill Jensen moved that RE registration fees be discontinued and Bill Bode seconded. The vote was 5 yeas and 3 abstentions.

Membership Report distributed on e-mail. No discussion. Active members 158 as of May, 2011. Karen Sherman will follow up with any new members. There is a working membership group consisting of Linda Savini, Gail Larkin and Sarah Elsner. There is to be a training session for greeters.

Vice President Report-New A/C compressor and handler are in the process of being installed to cool Osias Hall at a cost of about \$2500 by Doug Hughes and Jim Clark. In response to the Action item request Bill Bode listed Building and Grounds needs that are of concern but not scheduled for improvement at this time. They include sealing and stripping the parking areas and driveways, trimming branches of large trees, improvement of night time lighting, and floor covering non-maintenance. In response to the robbery, locks of the Minister's and Administrator's offices and small safe were re-keyed.

Treasurer's report -Bob Smith and the Board had a discussion about whether there is a surplus in funds from monies not used last year. Bob asked that the money be called "reserve", be kept in bank and not spent at this time. Rev. Harris Riordan encouraged the Board to develop some principled guidelines and priorities before deciding how to spend it. Consider "triage" needs vs. resources.

Renegotiation with Endowment has reduced the cost of our debt. An application for the health care credit for small businesses is expected to bring in some money for administrative health care. The Board unanimously voted in favor of this. A Balance Sheet as of May 31, 2011 and a Profit and Loss Budget vs. Actual for April through May 2011 were submitted. Comprehensive report will be ready at end of May.

Sunday attendance for 2010-2011 submitted.

### **Charter for the Sharex Committee Review**

Sharex Committee Charter was distributed to all to be placed in Board books. John Giordano-Weintraub made the motion and Karen Sherman seconded to accept. Unanimously approved.

### **Action items-**

The current Board is working on the development of a Fellowship Growth Plan by e-mail and individual discussion.

Board members will learn how to use microphones in August or September.

Policy revision will be ready for next meeting per John Giordano-Weintraub.

Board Retreat will be held August 21, 2011.

Building and Grounds report completed. Bill Bode will develop a tickler file so needs will get into next budget.

Suggestion by Doug Hughes that an end date be put on the Action Items listing.

#### **Board Calendar-**

Summer Coverage-emergency plan. Board representative needs to check with Gloria for plan in place.

Membership Programs Update-All members charged with a plan to define retention and growth. Will be addressed at next meeting.

Vital Records Backup-Robert Duchemin will check for plan with Gloria in office.

Annual performance goals and staff reviews-Rev. Riordan has done this. Reported Gloria has one more year before retirement.

**Old Business**-none noted.

#### **New Business**

Rev. Riordan has set up Google Calendar for the Board. She and Gloria are the only ones who can change it.

Bill Jenson asked for assistance in finding people for musical performance and accompaniment for summer services. He has speakers for most dates.

Next Board meeting is June 27, 2011 at 7 PM.

Meeting adjourned at 9:20 PM-unanimous.

Respectfully submitted,

Sharon Drew

Secretary, UUFBR Board of Trustees