

Minutes of UUFBR Board meeting 12-16-2013
Respectfully submitted by Greg Dora 12/26/2016

Present were: Erika Venable, Doug Hughes, Rev. Harris Riordan, Suzanne Goffredo, Ellen Cormier, Bob Goard, Jan Booher, Jeff Crews, and Greg Dora .

Decisions Formalized

Jay Rosenbloom said he will send **pledge statements** this year.
 Doug will look for people to help him with envelope stuffing.

Vote on **Consent Agenda** - Minutes, reports.
 Bob Goard moved to approve all, Jan seconded, unanimously approved.
 Suzanne Goffredo made motion to approve consent agenda. Jeff Crews seconded.
 Unanimously approved.

Erika **Venable** makes a motion to form a task force to research **Sharex** possibilities. Jeff Crews seconded. Unanimously approved. Doug Hughes proposed that as Sharex representative from the Board that Dave be on it. Jeff will also be on the task force and Harris and Ellen will provide input as needed.

7:07 Doug called to order
 Chalice lighting, Harris performed guided meditation

Still awaiting final number on amount raised for craft fair / Amy Carol Webb concert. Approx amounts:

\$1,600 in Ticket sales
 \$740 donated by crafters
 Costs were \$240/\$250

	Due Date	Action Items from 12/16/13 Board meeting	Next Steps	Who's Action	Status
1	5/27/13	Update org chart for Liaison positions & UUFBR	Erika/Jan have this in the works. Shooting for Jan 2014	Erika and Jan	open
2	6/24/13	Archival policy	Charlie working on it	Charlie	open
3	9/23/13	Annual Budget Drive plan	Open, waiting for ABD committee	Harris/ Erika	open
4	10/28/13	Path to Membership list of meetings	Complete it and send it to Membership team	Suzanne Goffredo	open
5	9/23/13	Fair compensation and staff recommendations	leaving open till finish budget.	Board	open
7	10/28/13	Audit our financials	Ask Robert Duchemin to perform audit	Doug Hughes	clarified
8	2/15/2014	Create a proposal to	Bob Goard will get with Doug	Doug,	open

		Endowment committee for restructuring our congregational loan	Hughs.	Bob G	
9	1/15/2014	BBQ under stars	Get with Dave VanCamp to get this going	Doug Hughes	New
	1/15/2014	Garyoke	Get with Gary Toll to get this going	Doug Hughes	New
10	1/15/2014	Is it possible to get an invoice from Endowment for our loan when bill is due?	Doug will work with Endowment committee Greg Butler and Barbara Jensen	Doug Hughes	New
11	1/15/2014	Assess how we allocate our space with Seedlings moving out	research sharex possibilities	Dave VanCamp , Jeff Crews	New
	1/15/2014	Secondary Use permit to do child care on site	determine total permit cost, and does it stay with the site, or move with the organization for whom it is created?	Jeff Crews	
	1/15/2014	Reconcile our loan with the Endowment fund	work with Endowment treasurer (Greg Butler and Barb Jensen)	Doug Hughes	New
	1/6/2014	Compile reports from each committee and present them to UUFBR Admin in time to publish by Sunday Feb 23rd vote on new board.	Greg will compile committee names and the contact info of their leaders. Ask them to provide their reports by Feb 1 2014. Ensure that Doug Hughes gets a copy of all names. Deliver packet to Lynn by Feb 3.	Greg Dora	New
	1/21/2013	Compile the monthly reports that were provided	Post the monthly reports from Minister, treasurer, DRE, co-president, and minutes to Wiggio and UUFBR Admin as a collection.	Greg Dora	New

7:24 Ministers Report

- 1) Disruptive person Our policy is found on our web page <http://UUFBR.org> -> "Who We Are" -> "UUFBR Policies and Procedures". The Disruptive person section is on pages 4 and 5. Harris indicates that our members have good instincts on what to do, we should trust our gut. If our gut says escalate, and if no Board member is on site, call Harris Riordan.
- 2) Sharex Seedlings plan to move out before fall. They do cleaning in the RE building which would now fall to us to do. Getting secondary use permit from the city to allow a preschool or child care to use our space is approximately \$7,000 as a one time cost.
- 3) Building maintenance
Great people working hard and deserve more appreciation than they get. No decisions at this time.

Calendar - December - budget draft review

Send email to Endowment to get their quarterly report.

Loan went up from approximately 3 to 3.5% up in April, but we are still paying the old quarterly amount. Doug Hughes will work with endowment treasurer (Barb Jensen) to reconcile our loan with the Endowment fund.

Planning for annual congregational meeting

Sunday Feb 23rd is annual meeting and presentation of slate of board candidates. Due to prior commitment Erika will only be available for start of meeting. Board members going off are Suzanne Goffredo, Doug Hughes, Bob Goard (Filling in for Bob Smith), Charlie Cormier (filling in for Dave Hyde), Greg Dora (filling in for Erin Schoenberg).

Packet with slate has to be mailed out by January 26th.

The Annual Report contains reports from groups and committees at UUFBR. Reports have to be in by mid January - 1-3 paragraphs letting the congregation know what the committee / task force has done.

Temporary Secretary Greg Dora will get them by Feb 1 and give to Lynn by Feb 3rd.

Congregational town hall meetings planned for Jan 5th and Jan 26th to involve the congregation in building the budget.

Discernment

Minister evaluation will be done this year in January. The Board will do a congregational and self evaluation in February at the transitional Board meeting which will help to bring new board members up to speed. Doug Hughes mentioned that the old board should attend the February meeting to help with the transition.

Bob Goard suggests need for pictures of committee heads.

Decision made to keep one printed Board Binder as most of the board use online / electronic versions.

It was suggested that at the board transition meeting we do a 15 minute demo of our UUFBR website and our wiggio tool.

Outside UUFBR Sign - work in progress with Doug Hughes, Marybeth Kugler, Alexis Moore. Insurance claim of \$10,500 has been sent in.

Planning to approach Endowment to ask them to cover the \$5,000 insurance deductible. Alexis is offering to run a campaign to raise money of the sign we deserve.

9:45 Jeff Crews motion to adjourn , Jan Booher seconded.