UUFBR Board of Trustees Meeting Minutes

**October 26, 2015**

**Jane Tobol Called Meeting to Order 7:00 PM**

Present were Jeff Crews, Doug Hughes, Robert Duchemin, Jane Tobol, Barb Jensen, Harris Riordan, Ellen Cormier, Alexis Moore

**Business Agenda**

The consent agenda included minutes from the meeting on September 28, DRE Report and the Financial Report. Robert moved to accept the corrected minutes. Barb seconded. Approved unanimously.

Alexis Moore was present representing the task force writing the job description for the office admin position. Task force was comprise of Alexis Moore, Anjali Leon, Sharon LeRue and Grisell Martinez.

* Combine managerial and Bookeeper position with the rental management aspects of the job.
* Hire a non-congregant to eliminate problem of boundaries
* Hire a second position for Admin that handles customer service and clerical tasks. Would be the public face of the UU
* Separate out tasks that should be volunteer/board/committees so that it does not fall to staff. Otherwise additional hours will be needed.
* Streamline tasks regarding several items;
	+ Archives,
	+ Make directory electronic on a password protected website.
	+ Use a delivery for business supply company
	+ Outsource payroll services
	+ Get a real credit card to help payment process.

Job descriptions for each position were presented to the board. Furthermore, a spreadsheet showing the breakdown of the proposed hours. All the information was emailed out for consideration. After reviewing the information, a follow-up meeting will be held on Sunday

Upcoming meetings will conflict with holidays. The tentative schedule is to keep November at 11/23. December would be shifted to 12/14.

Martha has provided the outdoor use policy draft. It was tabled until she could be here to discuss.

Jane and Martha have previously provided a welcome letter draft. Comments are due within a few weeks. Action Item for All.

Annual Budget Drive is being worked on by Alexis who is tentatively putting together a program.

Cluster meeting is on November 7th. It would be good if we can come.

The question of insurance for Sharex partners was discussed. The policy was requested so that it could be reviewed. There was a motion made by Robert and seconded by Barb, that major partners would keep insurance requirements while the minor community service partner users would be exempt. All in favor.

We still need an ushers coordinator since Bill has resigned. One needs to be found.

The new credit card law will require a chip enabled reader. It needs to be considered prior to the flea market. Harris will discuss with Jay.

Next regular meeting will be November 23th, 2015

# Adjourn

Robert moved that we adjourn. Barb seconded.

All in favor.