

UUFBR Board of Trustees Meeting Feb 24, 2014 Synopsis

Full minutes are available on our information kiosk and on our web site:

www.UUFBR.org.

We have a \$393,000 debt to endowment fund that we are under obligation to pay it back over 25 years starting April 1st 2016 at the average 30 year mortgage rate. We have an opportunity to restructure that to a 50 year schedule at the 10 year T-Note + 0.25%.

Our Web Master Rich Leon gave a demonstration of the UUFBR Website, and we had a demonstration of Wiggio.

We resolved to request reimbursement from staff member we overpaid.

Internal to the board we divided up tasks by making the following elections:

New Board of Trustees consists of

Co-President Erika Venable

Co-President Jane Tobal

Vice President Jeff Crews

Treasurer Robert Duchemin

Secretary Greg Dora

Program Liaisons were determined to be:

Admin liaison – Karen Corbin

Endowment liaison – Jeff Crews

Membership – Martha Nungesser

Social Justice – Jan Booher

Green Sanctuary – Jan Booher

Worship liaison - To Be Determined

Summer Services – To Be Determined

Fundraising - To Be Determined

ABD - To Be Determined

UUFBR Board of Trustees Meeting Feb 24, 2014 Minutes

Meeting called to order at 7 pm by Erika Venable. Present were Erika Venable, Jane Tobal, Jeff Crews, Robert Duchemin, Greg Dora, Martha Nungesser, Karen Corbin, David VanCamp, Janice Booher, Ellen Cormier, Harris Riordan, Doug Hughes Suzanne, Goffredo, Bob Goard. Erika lit the chalice.

Consent Agenda

Approval Minutes, Board reports, membership report, evaluation of minister (Treasurers, DRE, RE, Music reports are part of the Annual report just completed and on our web site). Dave VanCamp Moved to approve, Jane Tobal seconded. Consent Agenda unanimously approved.

Action items

Mortgage from Endowment

We have a \$393,000 debt to endowment fund. We have been paying interest only. Starting April 1st 2016 the promissory note requires principal and interest to be paid. The schedule has it to be paid off over the following 25 years with the interest rate pegged to the average 30 year mortgage rate. The board has been asked to consider restructuring the debt to pay it back over 50 years with the interest rate pegged to the 10 year Treasury Note + 0.25%.

- Discussed ShareX
Several possible tenants were discussed. David VanCamp will work with Harris to maximize the revenue while remaining true to our mission.

Website presentation – Rich Leon

We learned that the web site is organized by level of engagement. First time visitors start on left and progress to the right .

Articles can be posted under each

Transition of new Board

Officer Elections

Dave VanCamp nominated **Erika Venable as CoPresident** Karen Corbin.

Erika Venable nominated **Jane Tobal as CoPresident**, Robert Duchemin seconded.

Dave VanCamp nominated **Jeff Crews as VP**, Karen Corbin seconded.

Jane Tobal nominated **Robert Duchemin as Treasurer**, Dave VanCamp seconded.

Jan Booher nominated **Greg Dora as Secretary**, Jane Tobal seconded.

Robert made motion to vote on officers, Dave VanCamp seconded, unanimously approved.

All motions unanimously approved.

Program Liaisons were
 Admin liaison – Karen Corbin
 Endowment liaison – Jeff Crews
 Membership – Martha Nungesser
 Social Justice – Jan Booher
 Green Sanctuary – Jan Booher
 Worship liaison - To Be Determined
 Summer Services – To Be Determined
 Fundraising - To Be Determined
 ABD - To Be Determined

Some tips regarding Email for Board Communications was mentioned. Email can be miss-understood. It can be used to give praise, ask basic questions, and provide information. Debates are more productive in person.
 New board members advised of location of Board Binder and asked to please read the Board Binder.

New Business

Staff overpayment

A staff member was overpaid

Due to an error in our payroll we overpaid our Music Director.

Jane Tobal made a motion that “We recoup the overpayment in a way that is amenable to everyone”. Karen Corbin seconded. Unanimously approved. The board asked Reverend Harris Riordan to discuss the situation with our Music Director. Our Reverend was asked to negotiate the payback of the funds. We expect to be withholding from her paycheck to get the funds back no later than the end of the coming Fiscal year.

New Business

Karen Corbin is seeking all to contribute to the Silent Auction

Unfinished Business

We did not have time to vote on the loan modification or review the budget that had yet to be presented. The board will hold a special meeting Monday March 3rd 7pm.

<u>ID</u>	<u>Due Date</u>	<u>Action Items from 2/26/2014 Board meeting</u>	<u>Next Steps</u>	<u>Who's Action</u>	<u>Status</u>

1	5/27/13	Update org chart for Liaison positions & UUFBR	Erika/Jan have this in the works. Shooting for Jan 2014	Jan	Completed
2	6/24/14	Archival policy	Greg wants the purpose to be defined	Greg Dora	open
3	9/23/13	Annual Budget Drive plan	Board making final phone calls to get pledges turned in	All of Board	open
4	10/28/13	Path to Membership list of meetings	Complete it and send it to Membership team	Suzanne Goffredo	Closed
5	9/23/13	Fair compensation and staff recommendations	leaving open till finish budget.	Board	open
7		Audit our financials	Bill Jenson to perform yearly audit. Un clear who will talk to Bill Jenson. We will also inform Bill that Brenda Smith offered to help.		Open
8	2/24/2014	Create a proposal to Endowment committee for restructuring our congregational loan	Bob Goard will get with Doug Hughes.	Jeff Crews	Completed
9	1/15/2014	BBQ under stars	Silent auction committee expected to take it on.		Closed
	1/15/2014	Garyoke	Silent auction committee expected to take it on.		closed
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	Jeff Crews	Open
11	1/15/2014	Assess how we allocate our space with	Research sharex possibilities	Dave VanCamp,	Open

		Seedlings moving out		Jeff Crews	
12	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	Open
13	1/15/2014	Reconcile our loan with the Endowment fund	work with Endowment treasurer (Greg Butler and Barb Jensen)	Jeff Crews	Open
14	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	Completed
15	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	Completed