UUFBR Board of Trustees Meeting Minutes

**September 28, 2015**

**Jane Tobol Called Meeting to Order 7:05 PM**

Present were Jeff Crews, Doug Hughes, Robert Duchemin, Martha Nungesser, Jane Tobol, Pam Toll, Harris Riordan, Ellen Cormier

**Business Agenda**

The consent agenda included minutes from the meeting on August 24, DRE Report and the Ministers Report. Robert moved to accept the corrected minutes. Doug seconded. Approved unanimously.

Jane and Martha have been working on a welcome letter. A draft was provided for review. Comments are due within a few weeks. Action Item for All

Looking for Finance Committee Chair and two additional board members. We will start advertising in Facebook and the Unicorn and possibly the pulpit.

 Update on Le Petite Prince. We have provided all paperwork required. She is awaiting approvals and is operating as a parent monitored program in the meantime. She has signed the agreement and made the September payment.

Fundraising update - Motown Fund Raiser was successful and raised $1,100. Martha mentioned that an electronic bulletin would garner more outside support. However, Russ has limited computer skills so he would need help. Darko Varga Concert is planned November 28th so there will be an effort to enlist someone.

We were notified that we might need to upgrade to chip reading credit card equipment. If we don’t use the chip enabled equipment then we might be held responsible for fraudulent card use.

The insurance policy was requested but we did not receive it. We are trying to determine whether the Sharex partners need to have insurance.

We need to find a new ushers coordinator. Bill Jensen has stepped down. We will include it in the general call for new volunteers.

Lynn has resigned as administrator. We need to find a personal committee. The job description needs to be adapted to be more realistic. The current position is for 25 hours per week at $15/hr. Several names were floated for a committee. The goal is to have the committee put together a job description and recommendations in time for the October meeting. At which time the board will need to decide the pay, hours and description for the job to be advertised.

Reverend Harris requests permission to write a grant for an intern. Pam made a motion Robert seconded. All in favor.

Financial Update from Robert. Robert provided an updated budget taking into account the numbers to date.

Next meeting will be October 26th, 2015

# Adjourn

Doug moved that we adjourn. Robert seconded.

All in favor.