

Unitarian Universalist Congregation of Grand Traverse  
Board of Directors Meeting  
April 15, 2014

Present: Richard Miller, Jan Geht, Janet Zerbel, Sally Mitchell, Karl Love, Rev. Howe,  
Absent: Marco Cabrera, Betsy Emdin  
Guests: Mary Van Valin, Jim Horrocks

Call to order: 6:59 p.m.

Reading of Board Covenant, Check in

Additions/changes to the agenda:

Consent Agenda: accepted as modified

March minutes - Clarence Kroupa (name misspelled) invited to May18 celebration  
Treasurer's report

**Guests' report:**

Jim - Many people are thinking about parking problem and seating shortage in the near future. Instead of waiting, we should start thinking about it. Perhaps Facilities Committee could be assigned to work towards solutions. Choir has talked about car pooling on Sundays when they sing and also having permanent seating for choir on those Sundays that leaves more room for congregation. Having two services usually doesn't solve the problem because few people show up for the 1st service. Jim suggests a group should begin working on these problems and he would like to be involved; has ideas to offer.

Mary - We need to look at options for providing more seating. Historically Rabbi Chava's services are well attended and we need to offer the best situation we can for everybody. On Jan. 26 there were 203 attending. We have 150 seats for congregants but could legally have more. The Sunday Services Committee is ordering more hymnals.

Discussion - Jan suggested a committee for addressing the problems. Karl suggested combining representatives from many committees and groups into a task force. Richard warned against proceeding to solutions before doing adequate research. Rev. Howe suggested Mary & Jim could work on details and bring them to the next Bd. meeting. Mary and Jim agreed.

**Committee Reports:**

Policy Committee – Rev. Howe, Sally, Karl, Marco (absent)

Karl said the committee needs one more member from the Board. They met April 14, and Karl shared a written report of their work to date. The purpose of the meeting was to prepare an agenda for the Spring Retreat where “Committee Structure” and “Policy Basis” will be major topics.

Personnel Committee - Cassie, Leslie Cook, Phyllis, Richard, Karl met March 26 and are scheduled to meet again April 21. Karl reported that they discussed the committee's role to be responsible to the Board in the areas of 1) Governance of Employee Relations, 2) Philosophy of our Congregation as Employer, 3) Creation and Refinement of Employment Policy, 4) Support of the Minister in management of employment processes.

## **Pending Business:**

Calendar Development - Karl said he needs to go over it in hindsight to add value to it for next year's Bd.

### Planning for Annual Meeting on June 1, 2014 -

1. Budget Approval - Jan: Finance Committee needs guidance from the Board before they can draft a budget for congregation approval. They will meet April 30.

Discussion:

Richard: Board needs to know specifically what the committee needs. The job must be done by Apr. 31. The Board will need a special meeting to focus on the budget and have it done on time.

Jan: Specific information needed by Finance Committee: How do we prioritize funds that we do have?

Karl: What is current basis for those expenditures?

Jan: There has been no policy other than how much can we afford? Rev. Howe's research regarding appropriate number of hours for DRE was the first time there was an effort to look at official bases for setting hours and found that our present level of DRE hours is above the UUA model. Compensation and # of hours are two separate questions.

Karl: Should compensation be hourly or salary?

Jan: Guidelines for salaries until Personnel Committee recommends - minimal? maximal?

*Motion* by Jan - In the absence of any other benchmarks, the Board will instruct the Finance Committee to prepare budget for next year assuming Acting DRE position will be half-time salary position. Karl: seconded Motion passed.

*Motion* by Jan: In anticipation of Personnel Committee's review of compensation structure, the Board instructs the Finance Committee to prepare budget for next year using mid-point guideline for mid-size 1 congregation (150 - 200 members) provided that no staff person's salary is decreased. Seconded by Karl. Discussion: Personnel Committee will visit the issue on the 21st. Motion passed.

Jan: Resources allow for increased money for outreach.

Richard: Full payment of dues for UUA dues has been the desire of the congregation and was done in the past when the congregation was much smaller and dues less.

*Motion* by Jan to instruct Finance Committee to prepare budget for next year in such a way as to prioritize Mid-America UUA dues over non-compensation items in the budget.

Discussion: Rev. Howe: There will be a proposed budget on which the Board can make small changes. Rabbi Bahle will become an associate member of the UUA, giving her all of its resources. The association will be assisting our congregation. Sally seconded the motion. Motion passed.

2. Change of By-laws - needs to be published before annual meeting.

Planning for Spring Board Retreat - Need to do another Doodle to determine mutually acceptable date.

Date for Board to meet with Rabbi Chava – May not be necessary. She will start Sept.1. Richard will contact her.

Interim Minister Evaluation - Marco working on it.

## **New Business:**

### Procedural Motions:

Karl moved that the Board approve a template for the motions and resolutions that it passes. The Secretary is to add language specifying: 1) How a motion or resolution will be implemented, 2) Who will be responsible, 3) When the item will be implemented or completed, 4) A follow-up date when the Board will review results. These are to be added at the end of the minutes. After discussion an amendment was passed that "Any new, changed or amended policies will be forwarded to the Congregational Administrator for inclusion in the On-Line Board Manual." - Jan seconded. Motion passed as amended.

Karl moved that until policies are revised to eliminate vagueness as to staff reporting to the Minister and/or the Board, that the Board, being forward focused, policy driven and a Board of Governance rather than Management, state clearly that the Board's intent is that the Minister be Head of Staff. Jan seconded. Motion passed.

### Consideration of appointment of Recording Secretary

Janet's active participation in meetings as trustee is difficult while also acting as recording sec'y. Consider, as a model, how the treasurer doesn't do the accounting but is responsible for the job being done. Could the job of recording secretary be a paid position? After discussion the following agreement: Time and a half for 3 hours a month. Cassie will follow through.

### Recognition of founding member

Karl: motion to use Board's discretionary fund up to \$200 for recognition of founding member on our 50th anniversary. Janet seconded. motion passed

### Credit Card issue

Credit card has been used by non-administrative staff member for supplies. There is concern in Operations Committee that it's inappropriate. According to policy the credit card is to be used only by administrative staff. Other situations have existed for significant projects where the policy doesn't allow for flexibility.

Discussion regarding the dangers of others having access - Handing out credit cards is a dangerous and bad procedure. Finance Committee to review policy and make recommendations for use of credit card. Jan will take on responsibility.

### Announcements

Deadline for Board documents is Thurs., publish Fri. before Tues. Bd. meeting

Next Meeting: Tuesday, May 20, 2014

Closing words - Sally

Extinguish chalice and Closing Words – Richard read quote from Jung.

Adjournment - 9:35

Respectfully submitted  
Janet Zerbel, sec'y

UUCGT Board of Trustees

4/15/2014

Motion or Resolution	How	Who	When	Follow-Up
Expressed concern for coping with larger attendance for Sunday Services and being prepared to handle the logistics of growth.	Formulate a task force with a representative of each appropriate committee/develop proposed solutions for future Board Review.	M. VanValen J. Horrocks	05/20/14	Board Review of recommendations or progress report in the absence of recommendations.
Spring Retreat for Policy Review	Doodle	M. Cabrera	05/20/14	Complete survey of Board and schedule retreat
Change in By-Laws as recommended by LDC	Inform Congregation prior to vote at Annual Meeting.			
Meeting Date for Rabbi Chava & the Board	Schedule	R. Miller	05/20/14	
Interim Minister Evaluation	Set up so accessible to Board Members Set time frame for completion	M. Cabrera	05/20/14	
Motion to record What, How, Who, When and Follow-Up to motions and resolutions.	Revise minutes and list at end. Forward all policy changes to L. Martin.	J. Zerbel K. Love	05/20/14	Review format at Board Meeting to ensure that it is helpful.
Motion to clarify the Minister as Head of Staff	Resolution approved to ensure clarity.	J. Zerbel	05/20/14	Have Linda include resolution in Board Manual on line.
Consideration of Appointment for recording secretary.	Ask L. Martin if she would be interested.	Rev. C. Howe	04/25/14	If Linda not available explore other ways of finding a volunteer or a paid position.
Recognition for founding member	\$200 approved for plaque & flowers.	R. Miller	05/02/14	
Evaluate Credit Use policy & make	Finance committee to review/recommend.	J. Geht	05/20/14	Recommendation to the Board