

Unitarian Universalist Congregation of Grand Traverse
Board of Directors Meeting
Nov. 18, 2014

Present: **President**, Marco Cabrera **Vice-President**, Jerry Beasley **Treasurer**, Kay Sturgeon
Secretary, Jan Zerbel

Trustees: Richard Miller, Sally Mitchell, Becky Somsel

Guests: Dave Halsted, Karen Mars, Beryl Striewski, Price Watts, Linda Wikle

Call to order: 10:10 a.m.

Check-In

Chalice Lighting, opening words

Minutes

Oct. Minutes

Kay moved to accept. Jerry seconded. Motion passed unanimously

Additions or changes to the Agenda

Add reports from:

Beryl - art group

Dave - security and snow management

Kay - add Chava's questions in her report. Becky moved to accept. Jerry seconded.

Passed unanimously

Consent Agenda

Staff Report, Finance Committee Reports

Officer Reports

Treasurer's Report

Kay reported that some policy updates have been put to the test and worked. First instance involved \$600 of the excess money in Guatemala fund. The excess money has gone to Inland Seas program. Second instance was extra money from donations for hymnals going to miscellaneous funds and available for Nancy's use for music needs.

President's Report

Marco: ADA compliance. More research is underway to determine what we are able to do.

The Communications Committee is seeking core leadership. Marco will speak with Emily, who was a member of that group and has now taken on the job of Moderator of the Council on Ministry.

Committee Reports

Council on Ministry/"Program Council"

Emily Mitchell, Moderator, submitted a report and is asking for suggestions for a new, less confusing name.

Kay offered two suggestions - All Ministry Team or Ministries Together Team. Karen Mars suggested keeping it simple; calling it Ministry Team. Linda Wikle asked if there is a job description for Ministry Team. Marco suggested the current description could be refined but they should define it themselves. After that it would go to LDC.

Facilities Committee - Report on Security Request

Price Watts shared the quote from Allen Supply. Revision to existing locks N & E exterior doors - \$722.40. When shut, they would be locked. Front door - security of office team when working alone - phase 1 video intercom - \$765. Office staff says video not needed. Phase 2 - allows release from inside per intercom outside. Phase 3 - for handicap accessibility, buttons for outer and inner front doors. Request for phase 1 and phase 2 finances to follow (Kay's motion below.) Price added that one more set of doors needs locks - those by the library.

Art Group

Beryl Striewski offered an overview. Looking at keeping the wall in sanctuary as revolving art work, to change every month or so. That should represent UU themes or what's happening in the sanctuary. Would like to also use the pull out panels in Social Hall. Entire congregation could be involved in this space re what is exhibited; more 3-dimensional work; art & craft sale; educational projects. The last space - create a corridor gallery located between wood doors and social hall. It's 16' and could accommodate maybe 6 to 10 pieces, a permanent gallery. Needs paint and track lighting. Bids - 12' for \$1,890; 16' laser track and smaller 4' track - \$1,125. The two bids represent different approaches. Facilities could oversee how it could happen. Voltage and Top Line are the two companies. The bids will go to the Finance Committee for recommendations for funding to then be sent to the Board, since the amount is over \$1,000 and is not a budgeted item.

Facilities Committee

Dave Halsted reported on security concerns and the need to be prepared for any unexpected, perhaps threatening, event. Marco said written procedures will be emailed. Chava said security provisions are in place for Xmas Eve service.

Dave discussed problems of snow management and said we are safer legally if we do nothing. Marco - the legal response would hinder us and our members. Linda - from insurance point of view, if we can show that we've done the prudent things, it would be in our favor. Kay - first concern is trying to make it safe for everyone, including people who are trying to clear snow and deal with icy sidewalks. She suggested getting a quote for salting parking lot and plowing. Discussion regarding shortage of parking spaces, especially in winter. Suggestions include renting a vehicle for shuttle service and encouraging car pooling.

Policy Committee

Kay #1- Policy for Committee on Ministry
LDC should please look at what's there and present what the committee is doing for the purpose of updating job description. Conflict management is part of it. It is used by staff, congregants, etc. Committee on Ministry is a board committee. Three members come recommended by spiritual leader. At least 5 people are needed to serve on this.

Chava said what she needs is not so much specific names as what personal characteristics would best serve this committee. Discussion followed. Chava welcomes suggestions and will form a list and bring it to the board.

#2- Business Administrator Write up

Kay reported on job description and the need for job description for trustees. Will ask Leslie to review policy on auditing.

Business

Action items:

Jerry moved to approve the job description as written for Accountant to apply to the new title of Business Administrator. Richard seconded. Motion passed.

Kay moved to accept - "The finance committee, upon review of the facility team proposal for three exterior doors (classroom, meeting room and stairs) plus main front entry door intercom set, recommend the Board approve \$1,092.40 from the Capital Improvement Reserve fund for said purchases." Jerry seconded. Motion passed unanimously.

Richard moved that the Board appoint a representative to convene a task force of three members of the Congregation, one to be a Board member, to research legal parameters with regard to copyright law and to recommend guidelines that allow for the widest distribution (live, internet, print, and recorded) of Sunday morning services within currently recognized legal limits. Jerry 2 seconded. Discussion. Kay amended to remove "Sunday morning" from motion. Becky volunteered to spearhead the effort and will seek legal advice regarding: "How is it possible that we can record and share our services?" Motion passed unanimously as amended.

Chava requested Board input to help her with prioritizing the many aspects of her job, rather than continuing efforts to do absolutely everything, stretching her 48 contractual hours to more than 60. Discussion followed. Marco will set up internet process for Board responses.

When should Board Minutes be published to UUCGT website? Discussion: Could minutes be approved by email rather than waiting until next monthly meeting? Discussion of options. Becky moved that the secretary submit minutes to a volunteer on the Board who will review for accuracy and respond to secretary who will then poll the board for further modifications and a vote, and then record the vote. Once approved, the minutes will be published. Sally seconded. Motion passed unanimously.

Extinguish chalice and closing words by Kay

Jerry moved to adjourn- 12:05 Sally seconded. Motion passed unanimously.

Next meeting Dec. 16 @ 10 a.m. with closing words by Sally.

Addendum:

1 - Becky's Motion via Board e-mail after the regular meeting where this procedure had been adopted and endorsed, had adjourned: "The Board appreciates the efforts of Emily Mitchell in developing the 'to be named' committee, currently referred to as 'Council on Ministry'. We support the organization as described in the November 2014 Beacon and are committed to

work with Emily and said council moving forward on the shifting responsibilities as outlined." Richard seconded. Passed unanimously.

2 - Jerry moved to approve minutes of Nov. meeting distributed by Board e-mail. Becky seconded. Passed unanimously.

Respectfully submitted,
Janet Zerbel, secretary