

## Board Meeting August 20, 2013

Present: Barb Berry, Sally Mitchell, Karl Love, Richard Miller, Betsy Emdin, Jan Geht, Janet Zerbel

Opening Words: Barb Berry read a passage by John Lennon

### **Consent Agenda:**

Agreed to move MSC out of consent agenda

July Minutes approved

### **Treasurer's Report**

*Question:* What is the difference between treas. report and other financial reports?

Jan G.: Treasurer's report is literally a narrative describing financial activities. Financial position is balance sheet as of today. Income statement is slightly more important. All need to be addressed together.

*Finance committee* did not meet this month.

### **Staff Reports**

Acting DRE: Sarah's report was reviewed

*Playground issue:* There will be a sign-in sheet. When parents surrender children they turn them over to our care. Board discussed the official wording of policy. **See appendix**

*Question* regarding Sarah's responsibilities. Do they include Adult Programming? Richard said that two years ago it was in the hands of others who have since left the congregation. What does adult programming include? It should be included in our manual. Karl will meet with Sarah tomorrow.

*Board Discussed* RE and how to provide good programming considering lack of volunteers and trying to work within our limitations. Will meet with Cassie and try to work out some solutions.

### **Committee Reports**

#### *Ministerial Search Committee*

We have a report from the committee, but we still have questions. Seeing a clear time line would be ideal. Board would like to know specifics such as the date for being in the pool, what needs to be done about the application for the fall period and what is in the information the committee is including. Committee says candidates need more info, but application is "basically" ready to go. Richard will personally work to obtain answers to the board's questions.

#### *"Transitions Team"*

Betsy, Barb and Janet have taken on the job of supporting the interim minister's integration into the congregation and larger community. Betsy spoke with Rev. Cassie Howe, who requested interviews with congregational leaders, staff and others with institutional memory. The first interview should be with Linda who would then set up appointments with others. Cassie is moving into a furnished apartment on State St. Transitions team will help with the move as needed. Notices in The Flash and The Beacon will suggest notes of welcome. Those could include info about the community (welcome wagon type of things). Cassie's first Sunday in the pulpit will be the 15th but she will be here the week before to be introduced to the congregation.

Regarding The Beacon, Richard will work on seeing to it that everyone receives it, as we have learned that several people are presently not getting it.

### **Pending Business**

*Emmy Lou Cholak* presented a proposed Social Justice Action Committee Manual Entry. At present there is nothing in the manual regarding SJA committee. There was extensive discussion regarding approval of external communication and other SJA issues. Wording to include: "The committee shall comply with the External Communications Policy as stated in the Manual on Board, Staff and Committees.) pg 33-4, revised May, 2011)" Emmy Lou will work with her committee and resubmit the report to the Board. The approved procedure and submission form for introducing active SJA projects are to be attached to this Manual description.

#### *Status of Guatemala Fund*

Finance committee has not met so there is no status report. Mary Van Valin will be involved before report is presented.

#### *Restricted Account for the upcoming Book Sale*

Moneys earned are to be restricted for purchase of playground equipment to be chosen by RE committee.

*Status of Program Council:* tabled

*Communications Strategy:* tabled

*Internet Communications Development:* tabled

#### *Calendar Development:*

Karl Love presented a progress report. He would have the calendar on the UUCGT web site. He will nail down dates for budget process & stewardship campaign. Also to be included:

Annual Meeting

Notification of nominated slates (Board, LDC, Endow. Com.)

Job Fair (committee recruitment)

Board Retreat: Board needs to come up with retreat date along with Cassie. Will ask Judith Lindenaugh to send out the Doodle for retreat date.

### **New Business**

Bi-annual ByLaws & Manual Review: Tabled until next month

Liability Insurance: Tabled until next month

Announcements: The Board authorized Emmy Lou Cholak to represent UUCGT at MUUSJ network

Next Meeting: Tuesday, September 17, 2013, 7:00 - 9:00 pm

opening words - Sally

closing words - Betsy

Closing words: Barb Berry

Adjournment: 9:15 p.m.

Submitted by Janet Zerbel, secretary

Appendix: Per unanimous email vote, the following amendment was approved:

Supervision Policy and Guidelines to be amended to include as item 6 the following: "The congregation is only responsible for the supervision of any child at the playground during the period between the time the child is signed in and the time the child is signed out of congregation-sponsored activities. The procedure for signing in and signing out is contained in the Nursery and Classroom Procedures, item 3 under Classroom Procedures, item 1 under Nursery Procedures of this Policy. The congregation shall not be responsible for the supervision of any child on the playground at all other times."

Nursery and Classroom Procedures to be amended to include as item 3 the following: "Each child in the preschool-12th grade classes will be signed in by their teachers/leaders in the form of attendance at the start of congregation-sponsored activities. Children will be signed out at the conclusion of church sponsored activities by their parent/guardian."