

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

**Call to Order – 7:00 pm**

**Present Members – Kay Sturgeon (via Skype), Sally Mitchell, Marco Cabrera, Cassie Howe, Richard Miller, Karl Love, Jan Zerbel, Jerry Beasley**  
**Guests - Phyllis Jessup, Mary Cheney**

**Chalice lighting, Opening Words: recite Board Covenant**

**Check In**

**Agenda Additions/Changes**

Marco suggests that the business section of the agenda be organized from most to least pressing issues.

\* Jerry Motions to amend the Agenda as Marco has suggested.

Karl seconds.

Unanimously approved.

*-Proposed Memorandum of Understanding – Proposal to formalize relationship with Margie Hunter.*

*-Proposed development of an IT committee. Currently Marco is responsible. Ideas of making the site more interactive. Web page redesign, more interactive, member lookup or directory, staff tabs for personal/financial/policy/insurance access, making available a digital/mp3 of sermons. Should the IT committee be part of the board committee? IT should have an administrative component.*

\* Karl moves to accept the IT committee description as it is to make it an official committee.

Richard seconds

Unanimous approval, motion passes.

**Consent Agenda**

*June Minutes* - Did not contain Electronic Poll Information for Funding GA Expenses

along with Action Items.

Kay brings up concerns about having potential errors published with unapproved board minutes on the UUCGT website, possibly causing confusion among congregants.

Marco asks to set aside time to discuss this particular issue at a later date.

Motion to approve June minutes until amended in August

\* Jerry Motions to approve.

Karl seconds.

Unanimously approved.

*Staff report (Cassie)* – A foundation document will be given to the personnel department regarding formalizing the relationship between UUCGT and Margie Hunter.

\* Karl Motions to approve.

Jerry seconds

Unanimous approval, motion passes.

*Treasurer report* – Suggested allocation of surplus funds. \$12000 to the Operating fund. \$10000 to Capital Improvement Reserve for property maintenance. Leaving \$7047.57 available from the 2013/2014 fiscal year reserve. A total of \$29047.57. Also a suggested \$2000 for Health insurance line items for staff.

\* Kay – Moves the 2013/2014 surplus be allocated as follows, \$12000 to the operating fund carry over account, \$10000 to the capital improvement reserve, \$7047.57 to the 2013/2014 fiscal year reserve.

Richard Seconds.

Unanimous approval, motion passes.

\* Kay – Moves that a budget adjustment be made to increase the operating fund carryover by \$2000, included in the allocation above, and increase the appropriate health insurance related expense account by a total of \$2000. The additional budgeted \$2000 will provide the board breathing space to make the appropriate decisions on funding the employees health insurance.

Karl seconds

Unanimous Approval, motion passes.

\* Jerry Moves to approve Consent Agenda.

Karl seconds

Unanimous Approval, motion passes.

**Board Update** – UUC now has full WiFi coverage. New website modifications, the Volunteer page is now functional under the “About Us” section of the UUC website.

**R.E. COMMITTEE** – ADRE to DRE regarding Sarah. Sarah was initially hired, as acting DRE, from the inside by the previous board for the interim with the idea of a future board making the DRE hire. Concerns are brought up about Sarah's discomfort with the instability of her position as ADRE. Is there a way to guarantee Sarah is given the DRE position? Should the position be publicly offered? Sarah's performance has been exemplary. A recommendation from the RE committee for Sarah's hire has been given to the board. RE committee to rewrite Sarah's job description.

\* Karl - Motion to terminate the ADRE position (NOT the employee), and hire the current ADRE (Sarah) as the DRE, with the idea being the description of the DRE title will be reviewed in September upon Rabbi Chava's arrival.

Jerry Seconds

Unanimous approval, motion passes.

*A formal letter of acceptance from the board will be sent to Sarah with regards to the DRE position.*

**Concerning Excess Funds** – Is there a policy that deals with excess allocated funds (carry over)(e.g. Guatemala funds, LED parking lot lights)? The board asks the finance committee to recommend a policy dealing with excessive funds.

**Policy Work** – Proposed Policy Update

*Philosophy of Governance – UUCGT elects a board of trustees to function as its governing body and calls a minister to serve as*

*ministerial, programmatic, and administrative leader; Through policy governance, the board provides strategic leadership rather than administrative detail. The board is focused on the future while honoring our past and present.*

*The board, the minister, and the council of ministry will work together to realize the congregational vision and mission.*

*The board, led by its president, is responsible for long term strategy and evolving policy.*

*The Minister is responsible for operational decisions, adopting administrative policies and procedures and allocating congregational resources except as specifically limited by policy.*

*The board is accountable to the congregation for the accomplishments of its obligations as a body.*

\* Jan Motions to approve amended Philosophy of Governance  
Karl seconds.

Unanimous approval, motion passes.

## **Personnel Committee – CLOSED MINUTES**

**Closing Words** – Marco asks that reflection is something the board should stand by, we make mistakes, changes can be made.

**Adjournment of meeting – 9:00 pm**

**Minutes by guest recorder respectfully submitted  
Jan Zerbel, secretary**