

# Board of Trustees Meeting Minutes – August 7, 2007

*Revised based on BOT comments- 8/26/07*

*Next Meeting – Wednesday, Sept. 12*

Attendees: Valerie White, Phillip Conover, Bill Fox, Susan Allison, Rory McGregor, Kathy Farrell, Wilbur Edwards, Reverend Deborah Cayer, Louise Marcoux. Additional participants representing Stewardship Committee – Tim Monroe, Ellen Schoenfeld Beeks attended for part of the meeting relating to Stewardship.

I. Minutes from July unanimously approved

II. RE report – Louise Marcoux

- Interviewing 2 Youth Coordinator Candidates on Thursday, Aug. 9 and Friday, Aug. 10. Search Committee recommendation will be e-mailed to BOT for approval decision.
- Louise will attend LREDA (liberal religious ed conference) for 1<sup>st</sup> time.

III. Finance report – Susan Allison

- Susan will complete follow-up on FY 06-07 pledges by next week.
- Susan again requested that BOT set up monthly debit from their checking account for pledge contributions; BOT should serve a role model. Automatic monthly direct debit saves much time and effort and smooths cash flow.

IV. Minister's Report – Reverend Deb Cayer

- High pastoral care needs this summer
- Serious problem w/ church office not receiving all e-mails – critical and needs to be fixed. Rory to talk with Julie Armstrong. Rory will serve as IT liaison.
- Bill Zelazny unavailable to assist in establishing BOT goals. Made several alternative suggestions. Decision to roll goal setting into services of capital campaign consultant, since so much of BOT focus will be capital campaign.

V. Stewardship – Tim Monroe

- Discussion of capital campaign committee vs. stewardship committee –capital campaign as point-in-time process, whereas stewardship was ongoing process. Capital campaign committee has evolved into stewardship. BOT concern that creation of stewardship committee not formerly sanctioned; concern at prospect of events occurring outside and under radar screen of BOT
- Valerie – perceives that BOT earlier sanctioned idea of Stewardship. Requested that stewardship create their charge
- Deb – strong communication between Stewardship and BOT critical
- Stewardship reports to BOT; Tim as chair/lead for Stewardship.
- Phil – sees BOT as doing the visioning for stewardship, taking lead in creating culture of giving.
  
- Tim Munroe motion – move that the BOT contract w/ UUA to retain Tamsin Kemos at \$1,040 per diem for up to 15 days, with friendly amendment to allow for cancellation at any time. Motion assumes that contract is consistent with our understanding of services Tamsin can provide. Strategic planning assistance to BOT is included in Tamsin's services. Motion carried – 1 in opposition, all others in favor.

VI. Youth Coordinator

- Motion unanimously approved to:
  - accept the CORI task force report,

- require that church employees who work w/ children through the church be CORI'd and ask Evelyn Swaggerty to propose procedures for retaining and accessing CORI information.

VII. Offer from Wilbur Edwards to donate spinet piano and DVD player, along w/ support of getting the piano to the church and getting the piano in working order – Wilbur abstained; all others approved.

VII. Wireless Communication Rental Offer - Members approved Valerie's plan to set up a task force to examine new offer from T-Mobil to rent a portion of our property for a wireless communication facility. Suggestion to contact other providers to see if better offer available. Board recollected from processing of prior wireless offer a number of years ago:

- Very sensitive topic to some members
- Agreed previously that needed supermajority to approve in order to go forward
- Deb stated (at conclusion of prior process) that she did not want to be involved in wireless communication process again.

<b>Action Item</b>		<b>Due</b>	<b>Status</b>
Get minutes from June meeting to approve in Aug. BOT meeting	K. Farrell	Aug. meeting	Minutes from May and June distributed 8/11/07; Jean Z. working on annual meeting minutes
Canvas reminder should include request to send \$\$ electronically; include church account # & ABA #	?P. Conover	unsure	Done; included request, w/o referencing ABA & Account #, per bank recommendation
Schedule Stewardship/Capital Campaign Com. To meet w/BOT re: consultant	V. White	For Aug. meeting	done
W. Edwards to contact authors of Accessibility Charge & assist them in redrafting	W. Edwards	7/26/07	Linda Godfrey Bailey unavailable
Contact Bill Zelazny re: participating in covenant/goal setting meeting w/ BOT	D. Cayer	ASAP	done
Schedule BOT covenant/goals meeting; after B. Zalazny availability known	V. White	ASAP	Tackle as 1 <sup>st</sup> item of Sept. meeting
Notice of youth coordinator for newsletter – L. Marcoux will ask R. Dumont to prepare for newsletter	L. Marcoux/ R. Dumont	ASAP	Louise wrote article
Request that CORI task force has report ready for Aug. meeting	V. White	ASAP	done
e-mail hiring recommendation for Youth Coordinator to BOT	L. Marcoux	ASAP after 8/10/07	
Fix church e-mail ASAP – Rory to call Julie Armstrong	Rory	ASAP	
Stewardship create charge	T. Monroe	ASAP	
Ask Evelyn Swaggerty to develop procedure for handling CORY Information.	V. White	ASAP	
Create task force to investigate wireless communication rental	V. White	ASAP	
