

Board of Trustees Meeting Minutes – December 9, 2009

Next Meeting – 7:15 P.M., January 13, 2010

Present: Bill Fox, Philip Conover, Kathy Farrell, Reverend Tricia Brennan, Janet Limke, Julie Armstrong, Wilbur Edwards. Jack Armstrong attended a portion of the meeting.

1. Leadership discussions – Board feedback that having leadership discussions at the beginning of Board meetings is good, since we would not otherwise get to the subject. Generally positive comments. Philip asked if meeting structure is working, or if anyone would like a change. He also offered to have other Board members lead a Board meeting if they want to.

2. Stewardship

Stewardship meeting – requesting from Board:

- ⊕ Board members participate in annual canvas. Philip clarified to Stewardship that Board member participation was voluntary, not mandatory, as is historically true.
- ⊕ Board goals for the congregation. – theme for 2010 pledge campaign is The future is Now. General sense that increasing the Church's impact on the community is our goal, to include growth. A short term goal for next year is to stabilize in our new space. Adult RE is also key.

2010 pledge campaign will be a Stewardship Sunday at March 14 worship service. Stewards would visit only those people that didn't attend worship service. Stewardship would like to have the vision to help inspire people.

3. AIM Project – Jack Armstrong

- ⊕ Status – painting rooms with colors. Multiple upstairs rooms painted, also bathrooms downstairs; lighting is being installed. Carpet should be installed tomorrow, but looks like that might not happen. DiGando reports the schedule is very tight, particularly with the addition of an auto door. But they are really trying to hit the 12/23 target.
- ⊕ Cell Tower - Jack has Friday meeting with T Mobil to discuss equipment they need. They've provided proposed a design which has issues:
 - large compressor unit sited in Memorial Garden that will need to move.
 - 2 base units that originally would site in bell tower, but T. Mobil is uncomfortable with that, so maybe the Harry Potter room instead.
 - Town has come to agreement with T Mobil, to Jack's understanding. Valerie had previously signed the contract with T Mobil.
- ⊕ Vestry/Kitchen renovation - AIM project has \$65,000 – \$70,000 left in contingency fund from the 10% set aside. Work in the vestry was initially considered, but then eliminated to reduce costs.
 - New DiGando proposal for vestry renovation - \$22,500. This includes floors, acoustical tile drop ceiling, sound proofing, baseboard, insulation, sheet rocked walls.
 - Jack expects DiGando kitchen renovation proposal to be under \$20,000. Sharon Health Department seems open to working with the Church. The AIM Committee wants a “certified kitchen”. The question of whether or not we want/need an industrial dish washer remains.

- ⊕ Questions of when and what we can afford. DiGando estimates vestry renovation to be a one month project. Or we could wait till summer to do this work, but may have to get a new contractor since this is a relatively small job for DiGando. RE very concerned that they need to get in building without further disruption. Ken Olum emphasizes the need to communicate to the congregation, maybe clarify options. The Board agrees we want to communicate & get feedback.
- ⊕ Project budget of \$1,305,000, pledged amount of \$1.315,000, resulting in overpledge of \$10,000. Bill cautions that not all pledges will come in.
- ⊕ Actual expenses - \$24,400 below projection because of money not spent, e.g. on Tamsin, surplus for Allevato of \$1,400. The \$24,400 figure is not completely clear; may involve some overlap with contingency withholding.
- ⊕ Jack is comfortable that DiGando will come in at budget. Board discusses the prospects of outstanding pledges being fulfilled, and agrees that a reasonable estimate of outstanding pledge shortfall is 10% of the outstanding pledge. Discussion of original scope of project including kitchen and vestry renovation, but being stripped out due to belief it exceeded affordable scope. Discussion of importance of upgrading appearance of vestry and kitchen areas for future church growth; current appearance was shabby. Bathrooms are being done in January anyway. Board felt issues could be further discussed at the already announced Congregational discussion on December 20.
- ⊕ ***Motion to allow kitchen and vestry renovation expenses to bring total expenses to not exceed, \$1,275,000 in expenses, allowing for set aside of \$40,000 for uncollected pledges, This will allow for kitchen and vestry renovation in January. Motion is unanimously approved.***

4. Assistant Treasurer – Jim Daylor has volunteered. He has a finance undergraduate degree and an MBA in finance. He understands that he will learn for 1 year then take over the Treasurer position the following year. Bill Fox recommends inserting the Assistant Treasurer office in bylaws. Agree to postpone decision to next board meeting.

Motion to add Jim Daylor as authorized signer on checking account, and to remove Pam Baker Weber. Motion was unanimously approved.

5. 1776 Fundraiser - The Board agrees to support the 1776 theater fundraiser project proposed by Pat McDougal for July, as long as Pat understands that Board won't organize it, and that she will need to find the resources to work on the project. The Church will provide space and publicity. Half or more of the proceeds are expected to go to the Church.

6. Website calendar – Philip has not yet spoken w/ Tricia. We need the website remade, also need help in keeping calendar up. Philip believes this subject needs a task force. He will bring it up at next meeting.

7. Rental Policy - Janet will need rental pricing direction shortly. Julie asked for existing fee schedule, and she'll take a look. Current occupancy maximum is 180...Janet thinks this is too high. Sanctuary seating capacity is about 120. Julie will handle w/ Jack as a rental policy issue.

8. Scholarship Committee (Bill Fox, Tricia Brennan) – dealing with several requests. Have pool of \$600 from designated fund.

9. January planning – Tricia is gone starting January 7. Philip is gone Jan 11 – 17th. Tricia and Philip continue to talk through this absence. We will add agenda item for the December 20 meeting that vestry/kitchen may be unavailable in Jan due to renovation.

10. IT – request to switch to new internet and phone provider – One Communications. Bad experience with Verizon. One Communications cost - \$213/month for phone/internet, which is consistent w/ vendors. IT Committee doesn't want to go w/ 3 year option since they do not have experience with this vendor; they prefer a 1 year option. Operational budget was for \$200/month, but all options are above it. One reason –we must have a phone in elevator. *Motion to authorize communications expense of \$213/month; vote to approve is unanimous.*

11. Endowment Fund – Rebecca Kinraide will talk with Bill.

12. Treasurers Report – Bill Fox believes we're doing fine. He recommends that the Board keep in mind that the budget has an \$11,700 shortfall in it.

13. Minister's report – Tricia recommends that we adopt a policy on fund raising; she can get us sample policies. Initiatives spring up in congregation, e.g. Nicaraguan trip. But how do we react to them, integrate it into congregation. Planning issue. Operating in an ad hoc approach. Issues similar with use of space.

Nicaragua trip - clarification that our insurance does not cover us if we are involved in lawsuit in Nicaragua. RE needs to make clear to parents that in case of illness, they will need to have their kids covered.

14. Norwood Memorial Park cemetery plots = each worth \$1,850. Janet is looking into seeing if we can extract any value from these.

15. Personnel Committee – Search Committee needs assistance from a Personnel Committee to create a contract for new minister. Minister candidate will get the contract, then there is a negotiation; unclear with whom. Mentioned candidates – Boon Ooi, Evelyn Swaggerty. The Board can give these suggestions to Lisa Yeransian and ask her to help.