

# Board of Trustees Meeting Minutes – January 13, 2010

Next Meeting – 7:15 PM February 10, 2010

Present: Wilbur Edwards (leading meeting in President Philip Conover's absence), Bill Fox, Kathy Farrell, Julie Armstrong, Janet Limke

## Ministerial Search Committee Update- Colleen Tuck

- ⊕ The committee will reduce the applicant pool from 5 to 3 candidates tonight. Colleen thinks we have a very good pool. The committee has a draft agreement. Colleen stated that, per UUA guidelines, we are obliged to move the household goods of the new minister's family. She indicated that none of the candidates were from the immediate area.
- ⊕ Colleen advised that the Board expect the minister's salary to be at the top of our range. We're in geographic area 5, w/ range of \$45,000 – \$58,000. Colleen noted that all candidates confirmed they understood what the range was, and confirmed that they would accept an offer within that range if offered, although some indicated they thought the salary was low. Bill suggests using a budget plug of \$59,900 for the position, + 10% pension + health insurance for the minister. Total cost = \$84,000 + \$10,000 for one time relocation expense = \$94,000. Tricia's package is approximately \$72,000, so expense will be \$20,000 more. Colleen discussed UUA obligation to pay for transportation and meals expenses for 3 candidates for pre-candidating weekend, followed by expenses for the single recommended candidate for a week.
- ⊕ Bill Fox noted that the existing minister contract stipulates a 14% pension to minister, but he was advised by UUA that 14% is excessive and not typical. The Board's plan is to offer a 10% pension benefit and cover 80% of health insurance for single coverage. If we are dropping the minister's pension, we must also drop DRE pension expense to 10%, but will provide a 4% salary adjustment to Louise. We can shift expenses between these coverages, depending upon what is important to the new minister.

## Minutes approved for November & December

### Treasurer's Report – Bill Fox.

- ⊕ Note: education scholarship given for \$300; have another \$300 for 2<sup>nd</sup> person to apply.
- ⊕ \$100K bridge loan from Ken Olum was deposited this week. Jack Armstrong did cash flow analysis...if receive this amount in Jan, plus same for Feb and then March,

that may be enough. Bridge loan agreement provides for more, but Bill thinks \$300,000 may be enough. Ken is flexible w/ repayment, asking that repay as pledges come in.

⦿ Endowment fund – chair of endowment fund committee is Rebecca Kinraide; Bill spoke to Rebecca about her leading the committee to merge the 2 funds we have. Susan Alison has volunteered to follow up w/ Rebecca.

⦿ Budget process– FinCom has created budget sheet for each committee, which has been sent to all committees w/request to complete & submit it by Jan. 31.

### **Jack Armstrong – AIM Committee update**

⦿ Elevator inspection week from tomorrow. Hoping to be in for weekend of Jan 23. Still some work to be done, e.g. installation of door handles. Painters doing touch up now; cleaners in tomorrow & Friday. Chandelier – pick up on Friday. Power door openers may not be installed by inspection. Linoleum tile not adhering to tile. Jack guesses that is a problem w/ installation. Front left stairs, including decking, about done; now can move entrance to left and work on right side.

⦿ T Mobil equipment will be stored in Harry Potter room; room will be dedicated to T. Mobil equipment. Jack was trying to work w/ T Mobil on equipment, and they mentioned that were still negotiating w/ town.

⦿ New front door locks are damaged; don't know if was accidental or intentional, possibly a break in attempt. Jack doubts that was accidental.

⦿ Move – expect we could start to move things in this weekend, e.g. tables & chairs for classrooms. Expect move back to be done in stages. Office furniture will not be moved until the elevator ready is. Expect to move offices out of Congregational Church on Jan. 28.

⦿ Snow plowing – original plower is just a truck guy. We will use Paul Spender instead, since snow must be physically moved in new parking lot rather than plowed. Risk of curbs or shrubs, but believe Paul will honor any problems, rather than requiring him to take out liability insurance. Have high school person shoveling, but Jack has been shoveling large area. Find some alternative at some point.

⦿ Vestry – communication on list serve done about kitchen & vestry renovation. If people not on list serve, Jack sent e-mail to those whose address we had, and then the remainder received a paper copy. Did talk w/ architect re: would town need architecture plan for the renovation? They think they already have plans they can use.

### **Other**

- ⊕ Rick Dumont stated that calendar program now working for addition space.
- ⊕ Philip working on snow policy, will work w/ Louise on it
- ⊕ Personnel policy – have received some comments
- ⊕ January dedication service in the works; Bill suggests that not call it a “blessing” service.
- ⊕ Committee Chairs review – very good meeting.
- ⊕ Nicaragua trip – 7 kids + 4 adults going; run over school vacation. The Board agrees to:
  - request from Sr. Youth to approve a bake sale on Jan. 24.
  - Request from Sue Bollens to run a sale of items from her store in Rhode Island, with profits to go towards the trip.
  - Individuals will pay their way, but any sales proceeds will be allocated out equally to participants. Board agrees to these requests
- ⊕ Possibility of February Board retreat – Board decided to postpone this idea until we have had a chance to experience the new building. Maybe schedule for March.

#### **Rental Policy – Julie Armstrong.**

- ⊕ Request from BU for reading program – sense that want to have someone present, pay \$10–\$12/hr. 2 hrs/day for 5 weeks. Also need to pay sexton to clean up. Charge \$60/hour, to include sexton fee. In past, they’ve done sep. check to Janet to show her around. Prefer to just deal w/ 1 check, we’ll pay Janet for her time. Julie will work on policy, but have deadline for this BU request. Julie encouraged people to provide feedback.