

## Board of Trustees Meeting Minutes – July 16, 2007

[Next meeting – Tuesday, August 7]

Present: Deb Cayer, Phillip Conover, Susan Allison, Valerie White, Louise Marcoux, Kathy Farrell, Wilbur Edwards, Bill Fox, Rory McGregor (partial).

I. Decision to pass on approving June minutes until obtained them from Jean Zaniewski (kf to call jz)

II. DRE report circulated

- Deb Cayer emphasized importance of DRE communicating w/ rest of organization. Concern over stretched resources; don't want to take advantage of Louise Marcoux. Louise concerned about all admin tasks to be done w/o increasing her hours.
- Louise stated that RE committee needs an additional person

III. Treasurers Report – Susan Allison

- With Rory McGregor's help, making calls to collect 06/07 outstanding pledges + youth coordinator; plan to call all by Sept.
- Submitted draft income statement for 2006/2007 is not final; will show actual pledges collected.
- asked BOT to contribute pledges by electronic deposit to church account
- when canvas sends out reminder to all w/ pledges - ask them to send auto debit include church ABA and account #s

IV. Minister's report – N/A

V. Capital campaign update – P. Conover

- Discussion of motion to signal to Tamsin that we want to pursue contracting with her. Positive comments on Tamsin, but reluctance to commit estimated 3-5% of overall campaign to Tamsin w/o further information. BOT responsible for contracting w/ Tamsin, not Stewardship. [funds to come from capital campaign fund, not church operating expenses.] Decision – devote next BOT meeting to meeting w/ Stewardship/Capital Campaign committee.
- Tabled motion - that BOT authorize the Stewardship Committee to pursue securing services of Tamsin Kenios and the board looks forward to reviewing contract to be signed.
- Stewardship composition: Tim Monroe, Rory McGregor, Ellen Schoenfeld Beeks, David Nelson, Patty Fitzgerald, Phil Conover and possibly Tom Yeransian. No standing rep from finance committee

VI. Accessibility charge draft – needs redrafting. Wilbur Edwards to work w/ authors

VII. Youth Coordinator hiring -

- Rick Dumont, Peter Raskin have created job posting and posted w/ BCD, other places; description being worked on.
- Interview process planned for 1<sup>st</sup> week August,
- DRE will supervise position.
- DRE hopes to present candidate to BOT at August meeting; hopes to have person start mid August.
- Louise will ask Rick Dumont post/write article for newsletter

VIII. Association Sunday *Now is the Time* national UUA capital campaign.

- Motion unanimously approved: BOT supports celebration of Association Sunday and UUA capital campaign efforts but not authorizing local fund drive. Concern w/ donor fatigue.

IX. BOT Issues

A. Committee Liaisons

RE – Louise Marcoux

B&G – Rory McGregor

Membership - Kathy Farrell

Social Justice - Bill Fox

Accessibility – Phillip Conover

Worship – Deb Cayer

Finance - Susan Allison

Stewardship - Rory McGregor

Adult Education – Deb to include in Minister's Report if no committee

- Liaisons should be prepared to communicate about assigned committee at board meeting

B. Need to establish behavioral covenant and annual goals

- must be during week vs. weekend retreat due to scheduling issues
- Deb to contact Bill Zelazny to check his schedule for participating in meeting

C. CORI

- Discussion of need to do standard criminal background check on new Youth Coordinator
- Val to communicate w/ CORI task force (R. Wallace/M. Mills/E. Swaggerty) that need report by Aug. 7

D. BOT meeting schedule – set for 2<sup>nd</sup> Wednesday in month.

Action Item	Responsible	Due	Status
Get minutes from June meeting to approve in Aug. BOT meeting	K. Farrell	Aug. meeting	
Canvas reminder should include request to send \$\$ electronically; include church account # & ABA #	?P. Conover	meeting unsure	
Schedule Stewardship/Capital Campaign Com. To meet w/BOT re: consultant	V. White	For Aug. meeting	
W. Edwards to contact authors of Accessibility Charge & assist them in redrafting	W. Edwards	7/26/07	
Contact Bill Zelazny re: participating in covenant/goal setting meeting w/ BOT	D. Cayer	ASAP	
Schedule BOT covenant/goals meeting; after B. Zalazny availability known	V. White	ASAP	
Notice of youth coordinator for newsletter – L. Marcoux will ask R. Dumont to prepare for newsletter	L. Marcoux/ R. Dumont	ASAP	
Request that CORI task force has report ready for Aug. meeting	V. White	ASAP	