

# Minutes from March 10, 2010 Board of Trustees Meeting

Next Meeting 7:15 PM April 14, 2010

Present: Reverend Tricia Brennan, Philip Conover, Kathy Farrell, Bill Fox, Julie Armstrong, Wilbur Edwards, Janet Limke

Minutes from February Board meeting were approved.

Board prepared thank you cards to a number of members for noteworthy contributions (non-monetary). Recipients included Gare Reid, Jack Armstrong, Search Committee, Linda Godfrey Bailey, Boon Ooi/Brenda Wilbur/Doug McDougal from the new Personnel Committee, Joe Rando, Cindy Wilson/Joyce Bramhall/Melissa Mills for expansion furnishings, and the IT Committee.

**Growth workshop** received positive comments from Board members who attended.

## **Ministerial Search**

⊕ Colleen Tuck updated the Board on the ministerial search process. She will extend an offer to the preferred ministerial candidate on March 15. The search has narrowed to two candidates currently. There will be a special congregational meeting on May 2 to vote on the candidate.

⊕ At the request of the Search committee, Bill Fox made a motion **to raise the ministerial package conveyed to Stewardship from \$80,000 to \$81,284**. Bill explained that health insurance expense had turned out to be more expensive than originally anticipated. Colleen added that this consideration was only necessary for the preferred candidate, and that the original package would probably be adequate for the other candidate. The Board discussed the fact that the proposed budget reflected income of \$200,000, which will probably mean the church has a deficit budget. If we don't reach the income target, we would have to pull the deficit money from the Wellsley fund. The Board recognized that we could make up deficits in this manner for an extended time. The board believed that, since we had already agreed to an \$80,000 package, we should sustain that commitment by increasing the package to \$81,284. **The motion was unanimously approved.**

⊕ Every evening of candidate week has been planned. There is a function planned with the candidate at the McGregors on April 24<sup>th</sup>. An adult forum with the candidate was planned on Sunday, April 25. On Thursday, April 29<sup>th</sup>, the board will meet and dine with the candidate – 6:30 pot luck dinner and desert at the church. Colleen will also come.

## **AIM Vestry & Kitchen Cost Estimates**

Based on firm kitchen and vestry renovation estimates from DiGando, Project Manager Jack Armstrong requests that the AIM expense ceiling be raised from \$1,275,000 to \$1,300,000. This includes a 10% contingency expense for the kitchen and vestry renovations. Pledge total is \$1,328,000; any unpaid amount remains unknown. Bill Fox clarified that currently, including some March activity, there is about \$300,000 remaining in unpaid pledges, but they are not due until the end of 2012. The Board discussed options if more than \$28,000 in pledges is not paid. Possibilities included getting a bank loan if needed for what would probably be a small amount of money, going back to major donors. It is possible that the payment gap may be less than \$28,000. The Board felt that renovation of the kitchen and vestry was critical, the renovation project was already underway, and the only way to stay within the original \$1,275,000 was to eliminate a stove and other appliances in the kitchen. **The Board voted (5 in favor, 1 abstention) to increase the AIM expense cap to \$1,300,000.**

### **Rental issues**

Julie Armstrong pointed out that the Board needs to decide on priorities for space use, e.g. Income or community use. Janet Mayo needs this direction in making rental decisions. Julie has seen that rentals are very time consuming for Janet. Prioritization is critical, particularly when there is a conflict of multiple requestors of space. Discussion included the idea that this decision was not permanent, but could change in the future. Some expressed a need, given financial situation, to favor income producing space use. Tricia raised concern that members would not appreciate being bumped. Since BU has come back with their summer reading program request, Julie will go ahead and prepare a BU contract. Julie will also instruct Janet that Pat McDougal must figure out the 1776 space use, not Janet. This topic will take more time to figure it out.

**BI floors** – 10 day deadline has passed, but Jack Armstrong recommends that we continue to work with them rather than consider a law suit.

**Treasurer's Report** – accepted.

**Minister's report** – Tricia noted 2 corrections: 1. Colleen Tuck should be added to Personnel Policy group reference. 2. The spelling of Edele Panessidi's name should be corrected.

**Cell Antenna** – Joe Rando is pushing T Mobil on the contract. T Mobil has made minor modifications in contract, but insists that this is their standard contract that they always use. Contract problems – T Mobil can cancel it whenever they want, we cannot. It is a one sided contract in T. Mobil's favor. The Board asked Philip to have Joe Rando clarify the problem with the contract, including our risk exposure. Perhaps if the only problem is the possibility of early cancellation, we can live with it. But if T Mobil could arbitrarily move equipment to wherever they want, that would be a problem for us. Philip will ask Joe to detail problems w/ contract in e-mail. T. Mobil wants to conclude this process soon.

## **RE Budget**

Janet explained that the RE Committee is requesting that the DRE position move from 60% to 75% of full time. If it stayed at same pay rate, the hours increase would result in a salary of \$30,075. RE is asking for \$32,600 – a base increase of 7.75%, in addition to the hours increase. Erin benchmarked the job at mid point of a mid sized congregation, and added 3%, based on geo code 5. The Board doesn't need to make a decision now. There was brief discussion of the issue of other personnel, including the minister, being paid on small church scale. Janet noted that if both an hours and rate increase are not feasible, Louise would prefer to hold the same hours and increase her rate.

## **Miscellaneous**

- ⊕ Endowment Fund committee – Valerie agreed to work on this project.
- ⊕ Aidan offered to work on website. Board comments that it may not need a complete redo.
- ⊕ Records retention – Beth McGregor noted that archives she has in her possession will be moved to church.
- ⊕ Personnel committee – now up & running. Wilbur will show personnel manual draft to them next week.
- ⊕ May need bylaw change to add the Personnel Committee as a standing committee.
- ⊕ New Space task force is staffed – Edele Panessidi, Brenda Wilbur, Beth Hoke, and Peter Raskin.