

**Unitarian Universalist Church of Sarasota
Board of Trustees
September 21, 2010
Minutes**

I. Call to order

Rick Sandler, President, called to order the regular meeting of the **Board of Trustees** at **7:00 pm**.

II. Attendance

Present: Rick Sandler, President; Sue Moreland, Vice-President; Dick Happy, Treasurer; Susan Isgar, Secretary; Rev. Margret O’Neill; Trustees: Joanne Curtis, Cathy Cyrus, Dana Keller, Pat Liebert, Muriel Redifer and Sara Slate; Jill Collum, Lifespan and Social Justice Learning Director; Church Administrator Roberta Druif.

Guests: Jim Raudabaugh, Ministerial Search Committee; Diane Happy.

III. Approval of minutes from last meeting

The minutes from the August Board Meeting were corrected to reflect accurate dates for the Ministerial Search Committee’s deadlines. Minutes approved. Corrected minutes will be posted.

IV. Board Development

Rev. Margret guided the board in a discussion of the first section of The Growing Church, edited by Thom Belote. The board explored where it agreed and disagreed with some of the premises presented regarding what the purpose of church should be.

V. Open issues

- a) Religious Education: Jill Collum, LSJLD, brought two issues for the Board’s attention.
 1. There is inadequate class room space for the younger RE students. The Montessori School room is a tempting, no-touch environment which is distracting to our RE students, and the Montessori school director is unhappy with any evidence of our usage. The Jefferson room is an inadequate alternative due to lack of sound separation between classes, sterile appearance and temporary nature. RE parents have felt pushed out of church space. The Board agreed that our RE class room use is primary and our needs will be reasserted with the Montessori school. Our original agreement required that the Montessori teachers place materials used by the school out of reach before the RE classes use the room. Shrouding Montessori teaching materials is ineffective. Roberta Druif will negotiate a renewed use agreement which makes the room RE friendly and reduces cause for Montessori complaints.
 2. There are some parents of RE students who are neither Members nor Friends of the church who just drop their kids off for RE. This creates problems regarding parental contact and fairness of financial contribution. We need their contact data and might request these parents to become Friends of the church. Jill will meet with the Membership Committee to discuss alternatives.

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- b) Ministerial Search Committee: Jim Raudabaugh reported that the Survey is complete (216 returns) and that the committee is analyzing it to find material that will be helpful to the church in attracting a well qualified minister. The raw survey goes into a packet, but it is more useful if there is some additional interpretation. The draft budget for the search is \$12,000. We also need to look at moving costs and installation costs. The committee is considering reviewing five candidates rather than four in order to avoid having our choices too narrowed by attrition of candidates. Adding an additional candidate for consideration increases costs by \$600, but the committee believes that it a worthwhile expense. Past experience supports this choice. The Congregational Record goes on line October 31st at the UUA website. The Congregational Packet is being put together. It is a collection of material that includes such things about the church as the annual report, finances, Orders of Service, newsletters and pictures. The committee is considering using Skype for interviews. The Search committee will receive copies of the Minister's and Board's Interim Reports. Candidate Week is scheduled for April 3 through 10. The candidate will speak at two Sunday services and be available to meet with people during the week. After the second Sunday there will be a members' meeting where all members will vote to accept or reject.
- c) Treasurer's Report: The Treasurer reviewed the budget. We are on track in most areas and better than expected in some others. We are not doing well with interest and dividend income due to the economy.

The Finance Committee recommended that the Board take the following actions:

1. Start health insurance for the custodian January 1, 2011. It will be group insurance through the UUA with a high deductible which will cost \$574 a month with the church paying 80% and the custodian paying 20%. The Finance Committee advises setting aside a \$1500 reserve fund to pay for the custodian's high deductible. (Structuring the insurance with a high deductible and reserve fund is less expensive than having a low deductible without a reserve fund.) Funding the reserve fund has been accomplished from scheduled expense savings. The total cost to the church is \$7008.00. Treasurer Dick Happy proposed the action; Pat Liebert moved to accept; Sara Slate seconded; passed.
2. The Board reviewed the proposed Letter of Agreement for the new minister. It was proposed that the salary offer be raised to \$74,000 which is slightly higher than previously approved in order to qualify as being a better category of offer as defined by the UUA. This will make our church more attractive to potential candidates with only a slight increase in cost. A discussion ensued about how to deal with the problem of potentially not finding the best minister to fit with our needs. Rev. Margret suggested that we forego taking a minister that isn't as strong as we need and apply for an interim minister for another year to give us the opportunity to find the best person for us rather than taking a person who is not a good fit. The Search Committee had come to the same conclusion. Minor adjustments were made in the insurance offer and moving expense amount. During the discussion Dana Keller asked that the Ministerial Search Committee not only vet the potential new minister but also share the report to the Board. Treasurer Dick Happy proposed approving the letter; Pat Liebert moved to accept; Joanne Curtis seconded; passed.
3. The Board reviewed the proposed Arts Display Agreement presented by the Finance Committee. There was an objection to the legalistic flavor of the agreement which might be off-putting to artists and also may not be enforceable in terms of receiving donations, but the board felt that the protection from possibly being labeled as an "art dealer" taking art on consignment, and therefore becoming subject to liability for the art works on the premises, was necessary. The church needs to avoid handling money in the art sale transactions.

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Treasurer Dick Happy proposed approving the agreement; Dana Keller moved to accept; Sara Slate seconded; passed with one objection.

4. The Board discussed repeating Association Sunday on October 3 this year. The regular collection will be taken then envelopes for a special collection for UUA will be distributed to be collected after the service. Rev. Margret proposed that the leadership of the church make donations to kick off the effort. Last year our church donated the greatest amount in Florida and was 9th in the entire country in the amount donated. Rev. Margret will lead off with a \$500 gift and asked Board to inform her of their donations before October 3. The congregation will be informed of what the leadership has donated and asked to match the gift. The theme this year is “Leap of Faith” to help set up mentoring programs for congregations to learn best practices to use moving forward. It is also the 50th anniversary of the UUA. Sue Moreland moved; Joanne Curtis seconded; passed.
 5. Authors’ Showcase: The Finance Committee proposes that we present it again this year. Joanne Curtis moved; Sue Moreland seconded; passed.
 6. Jazz Sunday: The first Jazz Concert has occurred. Treasurer Dick Happy has proposed that we create a Reserve Fund for the Jazz Concert rental fees. The income had not been anticipated last year when budgeting occurred, because the Jazz Club had not signed an agreement to use UUCS facilities. The Reserve Fund is needed as a place in which to hold the new revenue until needed or next year when we will need it to make up for anticipated shortfalls. It can be carried over if it is a reserve fund. It will be about \$10,000. Pat Liebert moved; Sue Moreland seconded; passed.
 7. Staff holidays: The Finance Committee proposes equalizing treatment of the Music Director and Pianist regarding paid days off, by funding two paid days off each year for the Music Director. Pat Liebert moved; Sue Moreland seconded; passed.
- d) Goal One Task Force Report: Sara Slate presented an additional revision to the revised Building Use Statement for the Policy Manual which would allow animals on the premises, with permission, for a special occasion such as the Blessing of the Animals. Under the section *Rules and Regulations Applicable to All Users, Section on Animals* it will now read: “The section that prohibits animals in church buildings may be waived for a special event sponsored by the church. Any one seeking a waiver must send a written request to the Church Administrator in such a manner that allows enough time for the Administrator to consider the request.” Pat Liebert moved; Dick Happy seconded; passed.
- e) Email protocol: Roberta Druif, Church Administrator, presented an outline for guidance for effectively and safely using email. For instance, there need to be agreements about having permission from the author to forward an email before it is sent to someone else. Many people don’t know to use “Reply” to keep the subject line which maintains “threads,” etc. Since we rely a great deal on email, we need to have some shared conventions. The Board will review the proposal as an operating agreement.
- f) Security Update: Roberta Druif reported that she is working with Jim Craig, Don Slate, Joan Verizzo and Arline Leven on ways to improve security. They are looking at ways to improve the custodian’s personal security, general security and creating security protocols for the Sanctuary and other meeting areas. They are investigating all options. Meanwhile, the Church Administrator will notify Committee chairs and others who use the buildings will be notified of safety protocols, because many people are lax in keeping doors locked especially when no one is in the building.

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- g) Personnel Manual: The Personnel Committee has proposed a small revision to the Personnel Manual which would make the manual reflect the actual practice of paying employees bi-weekly or semi-monthly. Every year the board needs to add two additional paid holidays to the existing specified list. The day after Thanksgiving and New Years Eve will be added for the 2010-2911 church fiscal year. The following sentence was added to Section III D: "If an employee's regular paid day off falls on a holiday the supervisor shall schedule a day off for the employee within one month." Pat Liebert moved; Dick Happy seconded; passed.

VI. New Business

- a) Master Plan for Church Property: Larry Ellis, a retired architect, has volunteered to look at the state of the church's building and grounds to identify current and possible future needs. The buildings are aging. (The sanctuary is fifty years old.) Also, we need to consider what to do regarding our building and property if we want to grow. Larry volunteered to find all the drawings, check out building codes and so forth. President Sandler met with Larry Ellis, Muriel Redifer and Diane Happy to discuss the church's buildings and grounds. These are initial discussions which will broaden and become more specific as issues and opportunities are defined. More people will be brought into the process as it becomes more defined. The group would like to come back to the BOT with short and long range goals. President Sandler was seeking "blessing" of the board for continuing this work at this preliminary stage.
- b) Stewardship: Sue Moreland reported that Alex Davis Shaw and Carol Turner, co-chairs of the Stewardship committee, will be meeting with Jeanie Craig (former chair) and Sue this coming Friday to plan.
- c) Key Dates identified or needing to be set and publicized:
- The Flea Market will be November 17- 20.
 - Thanksgiving Dinner is November 25, time needed.
 - The Lexow Endowment event will be November 6, 4:00pm.
 - The Serendipity Auction is set for January 30, 2011.
 - The Author's Showcase is March 6, 2011.
 - The Stewardship Event date and time needed.
- d) Job descriptions: Music Director, Pianist and Administrative Assistant. No discussion was necessary. Dana Keller moved to accept, Dick Happy seconded, passed.

VII. Adjournment

Rick Sandler adjourned the meeting at 9:08 pm.
Next meeting will be October 19th at 7:00 pm.

Minutes respectfully submitted,

Susan Isgar