

## **UU MINUTES 8/15/05, 6 pm Board of Trustees meeting**

Prepared by: Susan C., Secretary, draft distributed to members 8/18/05, final minutes distributed on 8/22/05 after comment and review period.

Attending: Toyan C., president, Susan C., Secretary, Kathleen B., treasurer Kent V., member; Sandy W., member; Tom B., member, Kit Ketcham, consulting minister.  
Absent: Ron V., member.

The Board of Trustees meeting opened with an inspirational reading provided by Toyan.

Minutes from the last meeting were approved.

### Treasurer's report

Kathleen reported on her activities reconciling the old accounting with a new system. Kathleen will meet with Roy on this matter. She will report to the board on this by the next meeting.

Kathleen will supply a balance sheet at the end of each month on the two Wells Fargo accounts and the Frontier Investment, Offices of Raymond James, Everett Money Market account.

**ACTION ITEM:** Wells Fargo located in Freeland needs a letter and copy of the minutes to remove the names of past board members from the church account. Susan and Kathleen will take care of this matter and communicate with the bank.

Kit asked if her paychecks could be mailed out on 25<sup>th</sup> of month through a payment service.

**MOTION APPROVED** to allow the president, secretary, and treasurer to sign on the Wells Fargo accounts.

\$500 from the construction fund was allocated to Roy B. to move ahead on preliminary design matters.

Toyan reported to the board on a \$5000 authorization, using funds already allocated for that purpose, to pay for a drainage and erosion control plan.

**MOTION APPROVED** - to authorize these funds contingent upon any findings by Toyan C., president, and Tom B., member.

### Minister's report

Kit expressed concern that some policy is needed on honorariums in the event of a funeral or memorial service. Kit recommends a written communication reflecting this policy be given grieved relatives and friends so they can know what to expect regarding expenses such as chaplain, ministerial services, music, food, etc.

Kit needs two more members for the ministerial committee. She requested that the board select one of these members.

Kit also requested that a congregational evaluation of her ministry should be scheduled early next spring. She recommended that the board investigate how other congregations have done it.

MOTION APPROVED – to reimburse Kit’s outlay for hymnal supplements through establishing an adopt-a-hymnal campaign.

### Committees

Toyan reported on gaps in committees as an agenda item. Recruits are needed.

ACTION ITEM Toyan will look through volunteer forms that were filled out and archived by Nancy S. for potential committee member recruits.

ACTION ITEM The board will recruit Caring Connections committee members given the recent resignation of all previous members.

ACTION ITEM The matter of the board’s relationship with committees was discussed. The board agreed that a meeting should be held with committee chairs. Toyan will coordinate this.

### Restructuring of building, design, and construction committees

Toyan informed the board of Roy B.’s desire to resign as building construction coordinator. Toyan will act as interim coordinator until a new coordinator is found.

ACTION ITEM Committee expressed a need for a building coordinator to replace Roy B. Recruitment will be done. Names were placed under review with the concern that the person serving in this role be available during critical construction times.

It was recommend by Toyan that building committee members be carefully selected to reflect the necessary skills and communication to complete the building.

The board agreed that a financial committee should be formed.

Board member Sandy W. agreed to chair the design committee.

The board agreed to establish a building and grounds committee to address grounds maintenance landscaping demands, including activities that can be done independent of building construction.

The board agreed that a liaison role communicating building progress with the congregation and others was needed.

ACTION ITEM - Toyan will confirm with Roy B. his continued membership on the building committee

ACTION ITEM Toyan will send a letter to Mavis re: communications position associated with building construction.

Toyan recommended that there be volunteer coordinator for the building project. The board agreed that this role was important. Several names were suggested for review.

Tom B. will work closely with Malcolm F. to make sure that green building goals are met in keeping with economic considerations.

Congregational communications was discussed as highly important. Documentation and reporting on progress would include having someone in an historian role and this role would include documenting progress through such means as photographs. Additionally, progress will be posted in visible spots and communicated via board minutes posted on the UU website.

Other matters:

ACTION ITEM Toyan will prepare a calendar of upcoming UU events. To include such items as UU general assembly dates.

ACTION ITEM The previous board's binders may contain materials such as notes useful to the new board. Baird will be contacted regarding this matter and the matter of the existing mission statement. The board agreed the mission statement should be reviewed and publicized.

The board retreat held 8/13/05 was discussed. Members agreed it was very helpful. Board members were particularly encouraged by the facilitator's observation that every church that had built a church found that their membership "flourished."

Susan C. recommended biennial retreats would help the board evaluate where they are and help stay on course.

ACTION ITEM Board members agreed that by the next Board of Trustee's meeting there would be a final definition so authorities relative to construction of the building, including which decisions are to be made at each level. The role of the board and its communications to the congregation about construction-related decisions would be finalized.

The next Board of Trustees meeting is scheduled for September 12, 2005, 6 p.m.

Meeting was adjourned at 7: 50 pm.