

Minutes
UUFM Board Meeting
June 15, 2016
6:00 P.M.-8:27 P.M.

Attendance

- President Carrie Rice
- Vice President Nancy Cramblit
- Treasurer John Knox
- Secretary Linda Good
- Marlene Stein-Greiner, Member at Large
- Henry Panowitsch, Member at Large
- Becky Rossow, Member at Large
- JP Flood, Member at Large

- Rev. Don Cameron

Guests:

Tony Filipovich
Diane Dobitz

Chalice Lighting

Moment of silence for Orlando

Board Covenant

Review of agenda---Cheryl Lee fund usage was added to the agenda

Approval of Minutes:

April 20 minutes. Motion: to approve minutes ms JP Flood, John Knox unanimous approval
May 17 corrections: benefits at 15 hr/wk/12 months Motion to approve as amended. ms Becky Russow, John Knox unanimous approval
June 7 Motion to approve minutes ms John Knox, Becky Rossow unanimous approval

Reports:

Minister's Report

A written report was submitted, but Linda questioned if staff evaluations had been completed, how the meeting with the choir went, and if there are any new members. Rev. Cameron responded that there were 4 new members to be inducted next Sunday Staff evaluation meetings have been completed, but Michelle has not signed her contract or evaluation yet
A meeting was held with the choir---but Rev. Cameron couldn't address details

Treasurer's Report

A written report was submitted.
Rummage sale proceeds were \$1322.
Board expenses are \$2,755 for board retreat and leadership training for Tony Filipovitch and Nancy Cramblit.

The Worship/Music budget line item does not include pianist fees in this statement. The Accompanist is now listed as a separate line item; Accompanist will include substitute pianist as well as choir pianist in the future. Pianist per hour fees have not yet been determined; currently budgeted at \$25/session. Market rates will determine fees. The Music Committee will determine needs for a pianist (hours, days, times for practices and performances---total time needed in a year).

MOTION: Establish \$3200 for accompanist (choir pianist + substitute pianist) ms JP Flood, Nancy Cramblit Unanimous approval

Nancy will notify the Worship and Personnel Committees that \$3200 has been budgeted for the accompanist.

Ann Reed profits were transferred to Social Justice Youth line item.
A new category in designated funds is Kitchen Fans.

Attendance Report:

A written report was submitted. Flower communion and luncheon drew in good attendance.

Action Items:

Henry's position on board

MOTION: The board rejected Henry's resignation. MS JP Flood, John Knox. unanimous decision

When there is a vacancy on the board, the board may appoint someone to fill the vacancy until the next congregational meeting. The secretary position is open and there are no candidates. This could be a rotated responsibility among board members. Becky volunteered to serve as scribe but not as a board member. Tony or Nancy will communicate if Becky is needed for the July meeting.

Budget Finalization

Motion to Table: ms JP Flood, John Knox

Financial and Accounting Procedures Handbook

Recommended changes:

Sign off should be President, not the secretary

Font size should be the same throughout the document

II. Who is the bookkeeper? There is a bookkeeper, Nancy Frederickson, on \$150 retainer

III. Do we currently have the bookkeeper will create monthly financial reports? Change "include" to "reflect" on sentence one, paragraph 2.

C. typo=="treasured" to "treasurer"

6, 7---both state final approved budget; 6. Change to "recommended" budget instead of final approved

F. use PTO (personal time off) instead of vacation, sick, credit, and other leave.

G. backup copies refer to jump drive files; currently files are backed up on external drive; Remove "all" ; change hard copies to electronic copies

H. Does treasurer approve all requests for reimbursement? Yes.

Typo: 3rd. paragraph on p. 2 of H “treasure” to “treasurer”

Remove final sentence of H.

Paragraph 2, 3rd. sentence, remove “a copy of the check”

K. Paragraph 1, 3rd. sentence, Bookkeeper/Treasurer will reconcile

I. 2nd. paragraph, 2nd. sentence, change to same individual “contractor” or organization

3rd. paragraph, 2nd. sentence add Over \$500

eliminate paragraph 4

N. eliminate 3rd. paragraph re: tracking volunteer services

Q. does this include the parsonage?

The buildings and grounds committee shall present this to the board prior to the midyear meeting.

MOTION: Approval of Financial and Accounting Procedures Handbook with suggested changes. MS JP Flood, John Knox unanimous approval

Note: There are issues with credit cards/debit cards and who is on accounts; The Office Administrator and CFD need to have access to a credit card. Linda Ganske and John are working on this.

Ministerial Committee Appointments

Currently Barb Keating (chair), Diane Dobitz, Scott Thiem, Tony Filipovitch, Gail Finley, Laura Bealey

Diane, Tony, and Laura are going off the committee.

There is a need for at least four members so that congregants can have access.

JP recommended Amanda Appel. Rev. Don is charged to communicate with Barbara Keating to fill committee vacancies.

Finance Committee Recommendations:

- 1) Stay with our current loan rate of 3.95% over the next year and half for the building projects as opposed to looking at changing our rate at this time and making a new three or five-year loan which would be at higher rates (4.15% and 4.45% respectively.)
- 2) Meet with the current investors and discuss paying them off and reinvesting at a lower rate and open the opportunity to invest to new people. This would be done under basically the same rules as our last self-finance. (\$160,000 total)

MOTION; support the recommendations of the Finance Committee. ms Nancy Cramblit JP Flood Unanimous approval

The Board was reminded that we have a Strategic Planning meeting tomorrow. We will also vote on the final FY17 Budget Proposal.

Adjournment at 8:27 P.M.

To-Do List:

Next time: review Enabling Resolutions for an Endowment Fund, Cheryl Lee funds

???? Notify buildings and grounds about Property and Equipment inventory.

Rev. Cameron : notify Barbara Keating about filling positions on Ministerial Committee.

John: notify the Finance Committee about approval of motions so that a meeting can be established with current investors

John: notify the Finance Committee about changes in the Financial and Accounting Procedures Handbook and approval of the handbook with the recommended changes.

Nancy: notify Henry that he is on the board

Nancy: notify Worship/Music and Personnel about budget for Accompanist

Adjourned: 8:27 P.M.