

Minutes
UUFM Board Meeting
August 17, 2016 6:00 PM – 8:37 PM

Attendance:

Nancy Cramblit, President
Tony Filipovitch, Vice President
John Knox, Treasurer
Diane Dobitz, Member at Large
Tricia Nienow, Member at Large
Rev. Don Cameron, Minister
Becky Rossow, Scribe

Not present:

Henry Panowitsch, Member at Large
Marlene Stein-Greiner, Member at Large
Carrie Rice, Past President

Check-In

Chalice Lighting

Review Agenda

- Add set dates for Listening Circles and congregational meeting regarding developmental ministry
- Add set dates for mid-year and annual meetings
- Add update on CFD and entry aesthetics

Approval of June minutes – Motion: John Knox, Second: Nancy Cramblit, approved

Approval of July minutes - Motion: Tony Filipovitch, Second: Diane Dobitz, approved

Nancy will present a proposal at the September Board meeting regarding the handling of Board minutes in terms of when to post, where to post, etc.

Old Business

Updates from Tony:

- The executive committee approved the revised Board job description and the annual advertisement subscription to the MSUM Reporter for a 2"x3" ad on the "Where to Worship" page each month.
- Board members should note that to reduce paper usage and staff time spent on such things, documents for each Board meeting will be in Dropbox. If that doesn't work for a member, they should let Linda or Nancy know and they can receive materials via email instead. If neither of those options work, they can request a paper copy. One paper copy will be available at each meeting for visitors.

Update from John:

- Personnel approved a contract with Jason Klassen at the rate he requested \$40 per rehearsal/\$50 per performance, which was higher than the rate approved by the Board which was \$25 per rehearsal/\$50 per performance.
- Motion to retroactively approve personnel's contract with Jason Klassen for \$40 per rehearsal and \$50 per Sunday performance: Tony Filipovitch, Second: John Knox, approved

Minister's Report

- Written report submitted.
- Tony Filipovitch has agreed to coordinate CFD with Rev. Don's help for at least the first half of the year to give Personnel more time to continue the process to find a CFD Director with the hopes of having a new CFD Director in place by January 2017. There is an immediate need to find teachers for the four classrooms. Need at least 10, possibly 14 teachers for two per classroom, plus substitutes.
- Diane Dobitz noted that she is willing to do teacher training on classroom management.

Treasurer's Report

- Written report submitted
- John noted a few things about the report for clarification:
 - The report is mid-month so some expenses are up-to-date and others are not depending on when bills come in, etc.
 - Payroll is monthly on the 5th of each month and is paid out for the previous month's work
 - 25% of the Silent Auction will be donated to a cause so should be \$6000 expected income rather than \$8000
 - Cleaning is combined services and supplies
 - UUA dues are paid the 12th of each month and we are paying Fair Share rates
 - Committee budget list was cleaned up to reflect combined committees (EdJ, Worship/Music) and accompanist separation
 - Mortgage payment is a set-aside not actual payment monthly as payment is made in March of each year
 - Pledge income varies monthly as some pay upfront, some quarterly, some weekly, etc.

Action Items:

Endowment Fund Policy

- This is an addendum to the by-laws
- Name of congregation needs to be inserted as appropriate throughout
- Endowment Fund Committee will record minutes in Dropbox in their folder once established
- Correction on pg. 3 to 'grounds' rather than 'rounds'
- Include endowment fund policy information in the congregational meeting in October
- Motion to approve Endowment Fund Policy: Tony Filipovitch, Second: John Knox, approved

Developmental Ministry

- Tony reviewed the Congregational Fitness for Ministry ratings by Board members. Mode was '3' for all areas, with '15' total average score

- Developmental ministry is to make us ready for and attractive to a called minister
- Discussion on UUA information regarding Developmental Ministry included in Board packet
- Motion to recommend to the congregation that the UUFM enter the Developmental Ministry program in the 2017-18 church year: John Knox, Second: Tony Filipovitch, approved
- Set dates for Listening Circles regarding discussion of developmental ministry: Sundays 9/18, 9/25, 10/2, 10/9 at noon
- Set date for congregational meeting to vote on entering developmental ministry program: 10/16 at noon
- Goals during developmental ministry would likely include:
 - Strengthen stewardship
 - Strengthen LFD programming
 - Build trust with each other, the Board, the minister and committees
- Set dates for Mid-Year and Annual meetings:
 - Mid-Year 1/29/17 at noon
 - Annual 5/21/17 at noon

Finance Committee Recommendations

- A decision was tabled for further review by Finance on best scenario for finances going forward. There are many options and possibilities and more time is needed to study each.
- Tony noted that the Board appreciates the care and deliberateness of Finance's handling of this situation and is grateful for their due diligence.

Discussion Items:

Long-range Plan review

- Goal #3, objective 2, a. – add “or no cost”
- Will get input at the Board & Chair retreat and make any necessary changes so the document can be approved at the September Board meeting
- After approval at September meeting the Long-Range Plan will be put out to the congregation so we can start work on the goal areas

Template for Committee Job Description – Nancy made one small change, ready for use

Entry Aesthetics Update

- Rovney's purchased a credenza, table and two chairs for the entry space. Will donate the two chairs, but would like to be reimbursed for the table and credenza.
- Motion to reimburse Rovney's up to \$900 and request that the aesthetics task force present the Board with a proposed budget to finish the design: Tony Filipovitch, Second: Nancy Cramblit, approved.
- As per policy, receipts and reimbursement requests should be turned in to the office for review and payment.

Adjournment at 8:37 PM

Building Use Request:

After the meeting a request came in from Southern MN PRIDE to use the building for screening a film, "When Love Won," for three nights in September. Approval was attained via email from Board members.

Tasks:

Nancy – Will present proposal on how to handle Board minutes at the September meeting – regarding where to post, when to post, etc.

All – Let Tony know if you are interested or know someone else who might be to be a teacher in one of the CFD classrooms.

Nancy? – Acknowledgement at building dedication ceremony to congregation about Garden Ministry money donation from Laurie Bushbaum used to pay for the front green space, patio, bike racks (TBD), etc., plus thank you to her for the fund.

Nancy – Get dates for listening circles and congregational meetings to Linda to be put on the calendar

Nancy? – Let aesthetics group know that the Board would like them to present a proposed budget to finish the design needs of the new space before proceeding with additional expenses.