

**UUTC Board Meeting
November 19 2019 5:30pm**

Present: Joyce Henneberry, Susan Zelle, Susan Slocum, Gypsy Richardson, Linda Young, RK Young, Rev. Sally Beth Shore

Welcome, Opening Words and Check-In: Opening Words were by Joyce Henneberry

Receipt of the October 2019 Minutes and 2 Email Votes:

1. Brigid Fox motioned that the Board accept the \$5000.00 Check from the estate of Barbara Wright to be deposited in the endowment fund as designated. Gypsy Richardson 2nded the motion. The motion passed unanimously
2. Betty Kendrick motioned that the Board accept the Settled Minister Contract as written. Gypsy Richardson 2nded the motion. The motion passed unanimously

Treasurer's Report: October 2019

Revenue vs Expense

Income \$13,515.11

Expenses: \$27,625.61

Net: (\$14,110.50)

(Income above does not include \$47,210 in prepaid pledges in ACS R&E)

Current Unrestricted Cash on Hand is \$49,746.40

Restricted Reserve Fund is: \$12,582.27

Total Available Cash on Hand: \$62,328.67

Endowment Fund balance: \$167,654.11

Charitable Giving to Sharing House: \$2147.00

Administration Committee Report: Additional substantive changes to the Policy Manual are needed, version 2019.3 DRAFT will be initiated. Administration Committee is continuing to review the UUTC Bylaws and they are making good Progress.

Finance Committee Report: No Report as such. Susan Slocum discussed items in regard to finances. Also received UUTC Financial Review Group report entitled 2018-2019 Financial Review Exec Summary.

Operational Report:

SPACE: Membership expressed a desire for a "smaller footprint" for greeting on Sundays. Gerry Azzata donated a loved walnut piece that Membership will begin using. There is a wall mounted brochure display now to help reduce the need for table surface. Choir/Piano area tweaked to be able to add 4 chairs for the choir. Glade Creek Electrical is completing work on installing LED fixtures in the hallway and kitchen. It was discovered that there was low voltage on the circuit which feeds the attic components of our HVAC system. The circuit will have to be replaced at an approximate cost of \$917.59.

SPENDING: The Facilities Team is ahead of their budget allocation currently. There is \$1000.00 left in their budget for the Fiscal Year. Only the lights in the office remain to be replaced. Our contractor is working to save us money on the lights. However there may not be sufficient funds left for maintenance over the rest of the year.

STAFF: UUTC has now hired Eloise Shepard to the new administrative assistant position. Once Realm is in place Eloise will become the our primary membership data touch point.

CRE TEAM REPORT: There are currently two classes meeting every Sunday during the 9:15 service with approximately 7-14 children attending. A new CRE Team has been assembled under the leadership of Brigid Fox with Nancy Potter, Alice Wellborn and Heather Richardson. Our Intentional Parenting Circle continues to meet monthly. Once a month there will be a Time for All Ages at which is a time for stories and interactive dialogues for children and adults.

UUTC Minister's Report:

Sundays: Continued shifts in OOS. Pre service announcements. Offertory after sermon. Silent Candles of Joy and Sorrow.

CRE: Meeting with Kevin weekly to continue working on programs for the children.

Membership: New member Sunday 11/17/2020. Reviewing responsibilities with the revived Membership team. Met with whole Greeter Team to improve flow and greeter interactions. Welcoming Team name reverted to Membership to avoid confusion.

ADMIN and Financial: Working on RK responsibilities and Job Description under review with RK and Joyce Henneberry. Now have MS Office Suite.

LHHH: Worked with Team to improve Joys and Sorrows in Service and increase Communication with new LHHH weekly email.

Council: Planning the November 16 Workshop Scheduled approximately 50 attending.

Community Outreach/Social Action: Represented UUTC at Sharing House "Power Up". Supporting the Congregational Welcome Renewal Team. Application has been completed.

Gypsy Richardson made a motion to accept all the standing reports as submitted. Susan Zelle 2nded the motion. Motion passed unanimously.

Old Business/New Business:

Susan Zelle made a motion to establish an Endowment Fund Committee, Gypsy Richardson 2nded the motion. Motion Passed.

Management of the Endowment Fund is ongoing. Joanna Bliss and Peter B. Mockridge will have policy for us shortly.

At the January meeting Board will discuss the Endowment Committee's responsibilities and turn this information over to the Nominations Committee so that they may be able to find appropriate people to comprise this committee.

Discussed getting a new sign for out in front of the church with the Hours of Service included on the sign.

Susan Zelle made a motion to change the name and purpose of the Ministerial Internship Fund to the Sign Fund. The Change in purpose was approved by the donors of the fund. Betty Kendrick 2nded the motion. The motion passed.

Linda Young made a motion to designate the Legacy Challenge Funds received in the 2019/2020 fiscal year to purchase new entry doors. Gypsy Richardson 2nded the motion. The motion passed.

Susan Slocum made a motion that the Board direct the bookkeeper to establish a new designation within Fund 7, Capital Expenditure, titled Building Expansion. Gypsy Richardson 2nded the motion. Motion carried.

Susan Zelle made a motion to establish a Personnel Committee. Susan Slocum 2nded the motion. Motion passed.

The next meeting is 28 January 2020 at 5:30 at UUTC

The meeting adjourned 7:50 pm.

Respectfully submitted
Gypsy Richardson
Secretary