



Unitarian Universalist Church in Meriden

Board of Trustees Meeting

November 19, 2019

Present: Sandy Duffy, Jane Dioguardi, Kathleen Lindberg, Rev. Tony Lorenzen, Trish Schneider, John Sepples, Paula Snedeker

Absent: Randy Heath, Ann Smith

1. Chalice Lighting: Rev. Tony lit the chalice and began the meeting with an affirmation.
2. Statement of our Covenant: Jane read the BOT covenant.
3. Check-in: Sandy was appointed timekeeper for this meeting.
4. Accepting previous meeting minutes from October 15, 2019: John made a motion to approve the minutes from the October meeting of the Board of Trustees. Sandy seconded and the motion carried unanimously.
5. Consent Agenda Vote: The purpose of a consent agenda is to have a tighter agenda so that everyone can come to the meeting prepared and we can use our time more efficiently. Discussed when agenda items should be due and when Clerk should email BOT packet; decided that packet should be sent on the Friday before the BOT meeting. Sandy made a motion to accept the consent agenda format going forward; Trish seconded and the motion carried unanimously. Paula will revise the draft of the policy and have ready for next meeting.
6. Rental Agreement Document/Policy: Discussed if beer and wine are legal concerns – if we have a liquor license, is it expired? Policy references a sexton to be paid \$60 for a three-hour minimum. Sexton should be a member of the church and in a position of responsibility. Need to remove specific name from policy. Kitchen privileges will allow reheating of food but not cooking. Policy should be clear enough to allow office administrator to approve or to gather as much as information possible before consulting with Minister or BOT President. Jane will find out what the church insurance policy covers. Church members will not be charged for personal rentals. Nonprofits are welcome based on availability and how far in advance the request is made. Paula will revise policy and it will be voted on at next meeting.
7. Finance Report: In response to a question from John, Trish explained that there are three bank accounts, including a PayPal account from which donations are allocated into the appropriate accounts once approved. Current fundraising total is below target as we haven't had our major events (holiday fair, service auction, etc.) yet.
8. Treasurer's Report: Paula made a motion to accept the Treasurer's Report; it was seconded by Kathleen and passed unanimously.

9. Minister's Report

- a. Board-directed "Ball Dropping": Trish will be dropping the monthly newsletter (December is the last one) and resigning as Communications Committee Chair effective June 1, 2020. Jane is dropping Communications but will keep access to Facebook in order to post as President. Discussed Sandy stepping down as Finance Chair effective June 1, 2020. Rev. Tony noted we need members to step up into places, so we need to target and develop some people. Conversations with finance team will occur over the winter in order to officially create vacancies. Rev. Tony has already talked to Jeff May and Donna Stimpson; John will have the next conversation with Jeff and Trish with Donna. Need to discuss cost-benefit of fundraising: how much money are we raising vs. the time invested, and where are we building community/doing outreach?
- b. Board-directed communications consolidation: Tabled until next meeting.
- c. Minister's Discretionary Fund for Pastoral Care Policy: Sandy made a motion to accept the policy as outlined in the Minister's' report; Kathleen second the motion and it passed unanimously.
- d. Goals for this year: Tabled until next meeting.
- e. Complaint-Conflict management and flowchart: Tabled until next meeting.

10. Liaison Reports: John submitted the Worship Associates meeting minutes from October 23, 2019.

11. "Executive Certificate in Religious Fundraising" (funding this training for Rev. Tony): There is \$400 total in leadership development and shared ministry accounts; can use Faithify to raise more. Kathleen made a motion to proceed with the funding; Trish seconded the motion and it passed unanimously.

12. Replacing our Vice President: Bylaws require a vote within 60 days of resignation. There is nothing in the bylaws that prevents a current BOT member from moving into the position, so the BOT voted unanimously to endorse John Sepples. Rev. Tony and Jane will create a communication to the congregation; letter to be mailed 10 days before the special congregational meeting on December 15, 2019.

13. Scheduling our next meeting: Tuesday, December 17, 2019 at 7:00 PM

14. Closing: Meeting adjourned at 8:45 PM