**Unitarian Universalist Society Board of Trustees Meeting Highlights - November 9, 2017**

*Board meeting minutes are reviewed by the Board members and made available on the website. Minutes may also be requested from the Unitarian Universalist Society (UUS) administrator.*

**Present**: Jim Laughlin (President), Kelly O’Berry (Past-President), Jane DeWitt (Vice-President), Peg Voelker (Secretary), Chris Rode (Treasurer), Steve Locher (Trustee), Kris Barrash (Trustee), Sara Feldmann (Trustee), Michael Honey-Arcement (Trustee), Rev. Steven Protzman (Ex officio), and Jessica Zimmer-Saltzman (DLRE)

**Absent**: Peggy Garrigues (DCL) – attended Interplay Workshop

**Guests**: Hazel Seaba, representing the Committee on Congregational Life and Ministry (CCLAM)

President Laughlin called the Board meeting to order at 6:35 p.m. in our new home at 2355 Oakdale Road. Rev. Steven provided opening words, followed by the Chalice lighting. Laughlin welcomed guests and thanked everyone for their efforts these past weeks and months.

**Consent Agenda:** Consent agenda items and other documents are uploaded to Dropbox for review by Board members prior to the meeting.

Consent Agenda items:Board Agenda; November Executive Committee Minutes; Treasurer’s Report & Financial Statements; Monthly Staff Reports (DLRE, DCL, Administrator, and Minister); RE Supply Funding Request (Zimmer-Saltzman); CCC Report (Vicki Siefers), 2017 Auction Report (Judy Tokuhisa), and the NFC Report (Deb Schoelerman). Other items included: Rental Coordinator Proposal draft; Ordination Request Letter (Lois Cole); Community Ministry Cover Letter & Proposal (Lois Cole); Cleaning Crew Scope of Work List (Laughlin); Draft Custodial Contract (Laughlin); Draft Annual Meeting Agenda (Voelker); 2018 Budget Notes & Assumptions (Rode); 2018 Budget for Board Approval (Rode); and 2017 Pledge Status No Names 11-06 (Rode).

Voelker recounted for the minutes that the Executive Committee approved a request for expedited approval from Zimmer-Saltzman of $1,500 in additional funds for Religious Education (RE) supplies. The funds were necessary due to the deterioration of some stored items, increased RE population, unique characteristics of the new building, and urgency of need. O’Berry called attention to the staff reports – acknowledging, as did the entire Board, the hard work and dedicated efforts by staff related to the move. *The Board received the Consent Agenda.*

**Custodian Contract:** There was universal agreement that it would be best to contract with an established company for UUS custodial services. Laughlin presented a draft custodial contract provided by attorney Tim Grady of the Leff Law Firm. Laughlin will make the revisions suggested by the Board and have Grady review and finalize the contract. The Board discussed the recent performance, references, and proposed scope of work to be performed by *The Cleaning Crew*, George Volk – owner. For additional fees, services such as polishing the floor and window washing are available. *The Board authorized UUS to proceed with George Volk as custodial service contractor.*

**Lois Cole’s Progress:** The Board received Lois Cole’s updated Community Ministry documents. She also submitted a letter to the Board requesting that she be ordained by the UUS. Rev. Steven supports her request for ordination here, this spring. Ordination requires a vote of approval by the Congregation. Rev. Steven will talk with Cole about her need to educate the community about both ordination and community ministry. The Board voted to support her ordination request and will have the *congregation vote on it at the upcoming Congregational Meeting (December 10th).*

**Agenda for Annual Meeting:** UUS will hold its annual congregational budget meeting December 10th. Voelker shared a draft agenda for the meeting. She will incorporate the discussed changes and coordinate with Emma Barnum.

**Building Usage:** The Board recognizes that there are glitches in our policies and procedures related to how we and others use the building. The Board will work to address these issues over the next several months. This began with a discussion to identify the various issues and concerns related to building use. It was noted that our values and principles will guide us as we set priorities and policies. One area of considerable discussion was how often and when the building will be available for rental. It was agreed that we need more time to understand our own usage of the building. Rev. Steven emphasized that, as soon as possible, members and groups need to schedule events/meetings and have them placed on the year's calendar.

Also discussed was how to ensure that the various activities necessary to support building usage are performed. For example, successful building rental requires promotion, showing the facility, managing contracts and fees, equipment training, day of event set-up/tear down, custodial services and more. The Board and Emma Barnum are working to develop procedures and job descriptions to clearly define the process and person responsible for these duties. Under review is the hiring of an event coordinator and/or other, limited hourly help. Security procedures in our new building were also discussed.

**2018 Budget:** Rode presented the 2018 proposed budget along with a document providing notes about key items and underlying assumptions. Board members shared that they felt strongly that UUS should pay its full, fair-share dues to UUA. The proposed 2018 budget will be revised to do so. Rode reported that while there are many people who have yet to make their 2018 pledges, he is optimistic that we will reach our goal. *The Board voted to accept the 2018 proposed budget, with the discussed changes*. It will be voted on by the congregation at the December meeting.

Locher reported as process observer. O’Berry provided closing words. The meeting adjourned at 9:02 p.m. The next Board meeting is Thursday, December 14, 2017, 6:30 p.m. in the UUS Conference Room.

—Submitted by Peg Voelker, Secretary