

UUSMC Board of Trustees
Meeting Minutes
November 16, 2017

Attendees: Judy Pappenhagen, Michele Cavanaugh, Steven Selph, Helen Springer, Rev. Greg Pelley, Seetha Coleman-Kammula

Special Guests: John Springer, Bruce Koepcke

Spiritual Opening/Reading/Discussion: "Leavings," Wendell Berry

Greg/All

1. Special Report: HVAC systems John Springer (Chair, Facility Maintenance) reported results of maintenance review of church building heating/cooling systems. Other than requiring cleaning of the furnace burner and drain, the units are in good shape. The heating system should be checked approximately every three years; after an initial review in the spring, the cooling units need checking only if malfunctioning. Ducts in both restrooms were closed and have been opened. This should improve heating, especially in the women's room. If not, a portable timed space heater is available. For proper air circulation, it is important that bottom return registers in all rooms be kept clear of boxes, etc., especially in winter, when the top register should be closed. The ability to maintain an appropriate temperature in the sanctuary can be improved with correct location of sensors. John will recommend an approach.
2. Special Report: Planned Giving/Endowment Bruce Koepcke discussed possible approaches for establishing an endowment fund to aid in achieve long term financial stability for UUSMC. The Board agreed that the concept was promising and encouraged Bruce to continue his research with the goal of developing sufficient details for further action.
3. Approval of Minutes: Accomplished via email.
4. Service Action: Judy will lead an "all congregation" meeting, probably at the December potluck, to discuss organizing the Service Auction which is tentatively planned for April 14, 2018. Seetha volunteered to document the process for planning/conducting the auction.
5. Chalice Lighter Grant: Greg reported that the grant requesting support for extending our RE Director from 3/4 to full time, should be finalized by the first of December. The deciding meeting is scheduled for January.
6. Generosity Campaign and Financial Report: Greg and Steve reported that approximately \$6,000 in un-met pledges has been written off for the pledge year ending June 30, 2017. Note: For context, this write-off is the lowest in six years. Our budgeting anticipates 95% collection of pledged dollars; for FY 16-17, we received 95.8%. The current campaign reports about 44 pledges having been received totaling \$95,000. Emails will go out reminding folks to please respond, even if they are unable to pledge.
7. Membership (Board Goal #1): The Membership Committee is looking for new members! See Maggie McLaughlin! A new member luncheon will be held after services on the 19th. All those who joined in 2017, plus the Board, are invited.
8. Minister's Report: Greg enjoyed his time away— and while currently focused on the Generosity Campaign, is considering another Minister's Study Group as well as several adult classes for next year.

9. RE-Imagineers: Greg reported that the RE-Imagineers met to plan and follow up on program needs. Five people attended and agreed to partner with the Men's Chalice Circle to host our Holiday Party, December 2. Volunteers are needed in several areas: 1 lead teacher; assistants for Roots and Shoots; and 1 mentor for Coming of Age.

10. Policies and Governance (Board Goal #2): Helen reported that she has developed a notional table of contents for a UUSMC Policy and Procedures Handbook, has two sample handbooks from other congregations, is gathering UUSMC documents (largely provided by Debby), will follow up on suggestions for locating additional policy items, and will offer a working document sometime in January that we can begin to tailor to UUSMC's needs.

11. Communication (Board Goal #3) :Judy and Greg talked about the need to develop greater understanding of the various ways we share information. Greg will offer a list of the methods we use within UUSMC for further discussion at our next meeting. Judy suggested that we schedule a leadership meeting of committee chairs and the board in early January — such a meeting would be open to all.

12. Other:

- a. Solar Power Project: Going forward as planned. Installation Jan/Feb.
- b. REALM: At the data entry for accounting phase.
- c. Safe congregation: Action needed. Steve will seek resources to aid our efforts.
- d. Holiday Party: Scheduled for Dec 2! Yankee Trade gift sharing and decorating!

Closing Reading and meeting adjourned at 8:45 pm.

Respectfully submitted: Helen Springer, Secretary