

UUSMC Board of Trustees
Minutes of September 17, 2013 Meeting

Meeting called to order 7:00 pm

Present: Tina Guerette, Mike Hilgart, Mary Pat Knauss, Brenda Levin, Jamie Kegerise, Matt Doty, Jeanne Hanson

I. Check in and Chalice Lighting

II. Election of Officers

Mary Pat moves that Brenda Levin be appointed as Vice President, Mike Hilgart as Treasurer and Matt Doty as Secretary. Jeanne Hanson seconds. Motion carries unanimously.

III. Treasurer's Report / Finances

The board reviewed, in advance of this meeting, the August Bookkeeper Notes, August Financial Statement, and the Minutes of the September 9 Finance Committee Meeting

- a. Per the Finance committee minutes, we need an additional \$6400 in pledges to meet the revenue budget for 2013-2014. The board had questions about how this reconciled with the bookkeeper notes. Mike will follow up with Adam Kegley to clarify this number.
- b. Financially, we are ahead of where we were in August of 2012. The board believes it is most important to focus on growth of programs and membership, rather than the projected deficit, at this time.
- c. Jamie will circulate a list of non-pledging members who have pledged in the past, but have not pledged this year. Members of the board will make phone contact with these members, as appropriate, to find out if their situation has changed and solicit feedback on any concerns they may have about their relationship with the congregation.
- d. There is some uncertainty about the effective date of Rev. Hull's cost-of-living increase and apparent unexpected changes in his monthly salary. **The board intended for the 2.5% cost of living increase to include both salary and housing and to be effective at the start of the fiscal year on July 1. The board directs the finance committee to review the salary increases to be sure they were consistent with this interpretation and to make any corrections necessary.** Mike will follow up with the finance committee.

IV. Performance Evaluation and Salary Discussion re: Debby Damiani

The board reviewed, in advance of this meeting, the annual performance review for Debra Damiani and the UUA guidelines for pay levels. The annual review was initiated and largely completed by Rev. Hull before his illness. Brenda Levin completed the review, solicited input from other

congregational leaders with whom Debby regularly interacts and discussed the results with Debby.

- a. **Jeanne moves and Mary Pat seconds that Debby's wages be increased by \$3 / hr. The board unanimously approves. The finance committee is directed to implement this wage increase retroactive to the beginning of the fiscal year on July 1.**
- b. The annual financial impact of this decision is approximately \$3432.
- c. Brenda will make sure Lauri and Adam are aware of and implement this decision.

V. Preparation for Upcoming events

- a. The board discussed the Leadership Council meeting scheduled for tomorrow, September 18
 - i. Most of the board will be present for the meeting.
 - ii. Tina will present a quick summary of our situation regarding Paul's medical leave and possible absence on long term disability. We will be prepared to answer questions about the situation.
 - iii. Tomorrow's focus is on the stability and continued improvement of our services and programs.
 - iv. Immediate priorities are to support Sunday Services, firm up the lay ministry / caring community team. What else does the leadership think is critical? What are our other urgent needs?
 - v. The Grist editor, membership co-chair (with Maggie MacLaughlin) and service auction coordinator positions remain open. Suggestions of possible candidates and/or volunteers will be solicited.
 - vi. The bulletin board is now available to post help-wanted ads for specific tasks. This is a good opportunity to solicit help, particularly from new members who may not know how to get involved.
- b. Congregational Forum September 22
 - i. The primary objective for the congregational forum is to provide the congregation with a clear understanding of what is going on and to listen to their concerns and suggestions.
 - ii. We are prepared to recap the facts about Rev. Hull's illness, LTD and timing of decisions on Rev. Hull's return, contract ministers, etc. We will summarize options for ministerial support per our discussion with JPD. We will summarize the plan for upcoming months, including the leadership council discussions.
 - iii. Provide opportunity for questions and feedback.

- VI. The board met in Executive Session to discuss Rev. Hull's medical leave and possible long term disability**
- VII. Meeting adjourned.