

UUSMC Board of Trustees

Meeting Minutes

January 21, 2014

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

- I. The meeting began via conference call at 7pm**
- II. The board wishes to express our appreciation for the hard work of our entire staff. The past several months have been extremely challenging and the extra efforts of the staff have been critical to keeping things running smoothly. THANK YOU.**

**III. Treasurer's Report / Finances**

*Attached documents: 1) Jan13.2014 Finance Committee Meeting Minutes (includes 2013-12 Bookkeeper Notes), 2) 2013-12 Financial Statements*

- a. Pledges are presently only \$5k behind budget. New members are expected to become pledgers.
- b. We were on budget for snow removal, before the 1/21 snow. We will likely need a one-time ask to cover snow expenses for the year.
- c. Brenda has forwarded the final contract with Greg Pelley to Adam to execute payroll.
- d. Adam recommended we consider paying less than our nominal UUA dues in light of the difficulties we have encountered this year. The board does not feel comfortable changing the committed pledge at this time. We may need to consider a reduced pledge to UUA in the next fiscal year depending on the costs we incur due to two back-to-back efforts to recruit/retain a full time minister. We will also pass on to the UUA any new information / advice we receive with respect to contract document language for future permanent ministers.
- e. Jamie reported on the finance committee meeting discussion regarding budget drives and marketing efforts. Tracy Morgan, who works professionally as a non-profit consultant, attended and provided some new insight. Tracy advised that a low-key pledge drive typically results in a long-term decline in membership and participation. She suggested a "pony express" approach in which a "satchel" for pledge cards is passed consecutively from member to member of a team. The board supports this approach. The finance committee is gathering further information and preparing for the start of this pledge drive. There will be no fellowship dinner / champagne brunch to kick off this fund drive.
- f. Matt will let Kris Tosh-Morelli and Music committee know that there will be no Fellowship Dinner this year.

- IV. Ministry Start-up Workshop**
- a. The board agrees that there are definite advantages to holding a ministry start-up workshop with Greg to be sure that we have set a clear set of expectations and have established good lines of communication.
  - b. This workshop probably does not need to be a full day, but should be facilitated by someone external to the congregation (another minister or JPD recommended facilitator).
  - c. Mary Pat will coordinate the workshop and will work with Greg to be sure the workshop meets his needs and expectations.
- V. Beginning ministry with Greg Pelley**
- a. For the duration of his contract, Greg is our minister. Brenda will be sure the leadership council knows that Greg should be invited to committee meetings and engaged as fully as possible.
  - b. Brenda will consult with Randy Ploenner and Susan Klugerman to see if it is possible to move the February potluck to February 2 in order to provide an extra welcome for Greg. [*Note added post-meeting: Potluck has been scheduled for February 2.*]
- VI. Next steps toward settled minister**
- a. We will plan for a congregational meeting in mid-March to consider our possible paths forward re: a permanent minister.
  - b. Mary Pat will find out when “Match Day” is and we will be sure the congregational meeting is before this date.
  - c. Matt will put together a small team, drawn largely from the contract minister search task force, to prepare for this meeting.
- VII. Fire Inspection Monitoring**
- a. We are not comfortable signing a contract until we have more detailed information about the legal requirements and possible ways to mitigate long term costs.
  - b. Brenda will contact Debby and Laura to let them know the board is working on the issue. They should tell the vendor that we will be back in touch as soon as we are able to reach a decision.
  - c. Brenda will contact Fran to ask for his input as someone intimately involved in the original planning for the building.
- VIII. A Capella Pops to perform on May 18 around 4pm. Ticket sale profits (minus a modest fixed performance fee) will be split between A Capella Pops and UUSMC**
- IX. Annual Meeting**
- a. Set for May 18
  - b. Brenda will put on church calendar with Debby and submit for the Grist.
- X. Music Committee**

- a. Ongoing need to secure both accompanists and performers for multiple services per month is putting a strain on Kris Tosh-Morelli and the music committee budget.
- b. The Music committee is asked to recommend changes in funding or organization that will reduce this burden.

**XI. Delmarva Cluster Celebration**

- a. Background:
  - i. UUFN has asked that we join them in hosting this event. Scheduled for Oct 12, location TBD (somewhere local)
  - ii. Kristen has declined the request to organize the music for the event. She has recommended Scott ward (First Church). She is willing to direct the choir on the day of the event.
- b. We are interested in supporting and participating in this effort. Tina will coordinate with UUFN to be clear on what they want/need and we will advertise in the Grist and to the leadership for volunteers to help as appropriate.

**XII. Leadership Council meeting tentatively scheduled for February 12** *[Note added post-meeting: Leadership Council meeting confirmed for Feb. 12.]*

**XIII. Weather Emergency Protocol**

- a. In the event of future questionable weather, the board president and the minister are authorized to make a decision on whether to cancel services.
- b. Communication of cancellation will depend on the situation. Email, Facebook and web announcements will be used when there is sufficient time, phone trees when necessary.
- c. Matt will contact Bob Hill to determine if/how we can enable multiple people to post the closure announcement on our website.

**XIV. Meeting adjourned at 8:38**