

UUSMC Board of Trustees

Meeting Minutes

February 18, 2014

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

**I. The meeting began at 7:10 pm.**

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

*The board reviewed the attached documents: 1) 2014-1 Bookkeeper Notes, 2) 2014-1 Financial Statements*

- a. Mike reviewed our financial status. Although we had a net loss for January, we are holding relatively steady at approximately a \$8k surplus for the year. Our pledge commitments continue to be approximately \$5k below our budgeted amount.
- b. Adam will be making a special Sunday morning request for donations to cover snow removal overages, which were approximately \$740.
- c. Brenda moves, Jamie seconds, a motion to approve a \$500 increase in the RE committee budget, designated for purchase of a new laptop for Stefanie Anderson. Motion carries unanimously.
- d. Jamie updated the board on the plans for pledge drive. Adam will be making an announcement to the congregation in the next few weeks. Team leaders have been secured and the materials are being prepared. We expect the campaign to launch on March 2.

**III. Recap of Leadership council discussion from 2/12/14**

- a. Brenda summarized the discussion at the Leadership committee.
- b. Several committees have suggested areas in which they could use additional help. Brenda will be working to help identify people who could fill those spots.
- c. The leadership council discussed the proposed path toward securing a settled minister. There appears to be a consensus opinion that we want to move toward a permanent settled minister as quickly as possible.
- d. Those present at the leadership council meeting expressed comfort with the proposed path toward evaluating Greg's suitability as a candidate for settled ministry.
- e. Tina will contact Joe Brenneman to check in on his interest in continuing to develop adult religious exploration activities.
- f. Tina will check with Debbie to be sure our [leadership@uusmc.org](mailto:leadership@uusmc.org) email list is up to date.

**IV. Fire Inspection Monitoring**

At the board's request, Fran Loeffelholz reviewed the fire alarm maintenance proposal from Simplex Grinnel. His report is filed with these minutes. Based on Fran's analysis, the board believes we are presently in compliance with county code. The proposed maintenance contract does not make fiscal sense

for the congregation. Brenda will notify Simplex Grinnel that we are not interested in the contract. Brenda will also contact Charlie Brooks and ask him to investigate the addition of automatic fire department dialing. The finance committee is asked to determine whether we will realize any insurance savings if we add automatic dialing or other contact protocols.

**V. A Capella Pops: May 18**

- a. A Capella Pops has sent a draft contract.
- b. Andy Levin is reviewing on behalf of Music committee and believes that the current contract effectively uses UUSMC as a performance venue, for a rental fee, with the vast majority of the profits going to A Capella Pops.
- c. Performances of this type are aligned with our community outreach and arts initiatives, but we should be clear about whether the event is intended as a joint fundraiser or an arts event. If we are acting as a performance venue, we should charge our standard facility rental fee.
- d. Matt will follow up with Bruce and Kris to be sure this contract reflects everyone's intentions. If yes, we will forward to Adam for finance review and then suggest possible paths forward.

**VI. Old Business**

- i. **Delmarva Cluster Celebration** – Tina has followed up with our contact at UUFN to let him know that Kris is not able to commit to coordinating the music. We suggested Scott Ward as a possible music coordinator. Tina also forwarded a list of possible venues and asked if there was anything else we could do to help. We have not received any further response
- ii. **Service Auction** – Linda Pugh is doing an outstanding job coordinating the event, which promises to be excellent. Mike Hilgart and David Bonner are coordinating donations

**VII. Ministerial Task Force(s)**

- a. Jack Guerin has agreed to chair the Ministerial task force considering Greg as a candidate for settled ministry with UUSMC. This task force will deliver a recommendation to the board no later than March 15.
- b. Mike, Brenda and Jeanne will comprise a second Negotiating task force tasked with preparing a draft contract suitable for any permanent minister. The draft contract will be consistent with UUA guidelines, addresses the concerns raised by our recent legal review and specify the salary and benefits we can offer. The draft will be prepared by March 15.
- c. The board will evaluate the Ministerial Task force's recommendation and make a decision no later than March 21.
- d. If the Ministerial task force and board agree that Greg is a good candidate for settled ministry, we will notify him that we would like him to candidate with us, to the exclusion of other congregations.
- e. If Greg agrees to candidate with us, we will schedule an official candidating week, paralleling the normal search process, to take place in

April. At the conclusion of this candidating week, the congregation will vote on whether or not to extend an offer for full time settled ministry.

**VIII. Reminder: Minister's startup workshop Saturday morning 2/22 from 8:30-12:30**

**IX. Clothing Bin proposal**

Big Brothers Big Sisters has approached the congregation about the possibility of placing a clothing donation bin on our property. The board is generally supportive of the idea and asks the Social Justice committee to consider a contract that allows us to terminate the relationship at will and to include a specific proposed location for the bin in the committee's recommendation to the board. The board is concerned about sacrificing any parking spaces.