

UUCC  
 BOARD OF STEWARDS MEETING  
 MONDAY, MAY 18, 2009

<i>Attending</i>	Lisa Furr, Eric Gee, Barbara Lent, Montana Higgins, John Pimblett, Brian Stevens, Rev. Terre, Susan Kennedy (part)
<i>Centering, Reading of Board Covenant</i>	Lisa lit the chalice and gave a reading. We said the Board Covenant together.
<i>Minutes, Membership Info</i>	<ul style="list-style-type: none"> <li>• The minutes of the April meeting were approved.</li> <li>• No new members have been added. There will be a New to UU class on 5/30.</li> <li>• The Greeters from the Easter service confirmed that the count for that morning was done correctly.</li> </ul>
<i>Finance Policies</i>	<p>We were joined by Treasurer Susan Kennedy, who shared several things with us:</p> <ul style="list-style-type: none"> <li>• She will implement our comments/edits into the Finance and Accounting Manual.</li> <li>• She needed verification of what the Worship committee's procedure for handling the first service contribution. [Their intent is to have two people gather the money, and put it in an envelope. If there isn't a second Worship Associate at the service, they should ask a trusted member to witness the process.]</li> <li>• She handed out and reviewed a guide for internal controls, pointing out how we have the proper controls in place.</li> <li>• We discussed the bylaws requirement of getting an external audit. For small non-profit organizations like ours, the concept doesn't really work. With proper controls in place, the audit becomes unnecessary. She will send us a list of questions that would be used if an audit were done, for our review. We agreed to ask the congregation to amend the bylaws regarding the need for an external audit on a regular basis.</li> <li>• Montana will send her the procedures we implemented about handling of the Long Term Maintenance funds, so she can add those controls to the manual.</li> <li>• We agreed to add a further control that anyone spending over \$1000 would require the authorization of the committee chair and a member of the Executive Team. OC and LC chairs need to make this clear to their committees.</li> <li>• Susan will produce procedures for reimbursements of expenses.</li> </ul>

<i>Minister's Report</i>	<p>In addition to her written report, Rev. Terre commented:</p> <ul style="list-style-type: none"> <li>• Valorie will be working with Jeanne Bluford, to learn more about how her role can expand.</li> <li>• Our new Church Administrator is working out very well.</li> <li>• Annette Marquis will be here October 24-25. She will conduct a workshop on Saturday regarding a relationship with a Consulting Minister, and will speak at the Sunday service.</li> <li>• Rev. Terre is talking with other churches about some joint Leadership Development classes, to share ideas among the churches in central Virginia.</li> <li>• Annette has asked her to help with some churches who don't have full time ministers.</li> </ul>
<i>Finance Chair's Report</i>	<ul style="list-style-type: none"> <li>• The income for April was down significantly from plan. Auction payments are also below plan. Diane Pominski will put a reminder in the e-news about catching up before the end of June.</li> <li>• We don't have the final Canvass numbers yet. Eric will follow up with Peter deFur, and work with Brian to try to get the wrap-up completed.</li> <li>• We reviewed the budget revisions, and agreed to the figures to present to the congregation.</li> <li>• Brian will add a Year to Date column to the budget as well as Current and Proposed Budget columns.</li> </ul>
<i>Communications</i>	<ul style="list-style-type: none"> <li>• LC: <ul style="list-style-type: none"> <li>▶ We reviewed Rita's report about LC activities.</li> <li>▶ The website should go live within the next couple months.</li> </ul> </li> <li>• OC: <ul style="list-style-type: none"> <li>▶ We are planning a Grounds Day for June.</li> <li>▶ Brian has begun working on the problems we're having with the sound system. He's learned that it falls under the Long Term Maintenance plan. John will ask Scott Hammer to share his expertise.</li> <li>▶ Mike Caro has Terre's new computer set up.</li> </ul> </li> </ul>
<i>Personnel Report</i>	<ul style="list-style-type: none"> <li>• Lisa talked to Mark Malin about reviewing our agreement with Valorie, and making it more formal.</li> <li>• We confirmed the responses to the two questions Diane Pominski had regarding health benefits for the staff.</li> <li>• Mark is working on revising the draft manual, per our suggestions.</li> </ul>
<i>Nominating Committee</i>	<p>Lisa has been asked to serve on the Nominating committee, beginning in July. We approved.</p>
<i>Committee on Ministry</i>	<p>Rev. Terre presented her proposal for the description of a Committee on Ministry. Because we want the committee to represent the entire congregation instead of just the minister, new wording was needed.</p> <ul style="list-style-type: none"> <li>• It would be beneficial to have a therapist or social worker as a committee member.</li> <li>• We reviewed and agreed on potential candidates. Terre will contact them.</li> <li>• We agreed to work with this proposal, and do any adjusting later in the year.</li> <li>• We will make the announcements at the Annual Meeting.</li> </ul>

<i>Responsible Behavior Task Force</i>	<ul style="list-style-type: none"> <li>• Barbara has only received one comment on her proposed covenant.</li> <li>• We will present it at the Annual meeting.</li> <li>• Barbara will contact Jeanne Pupke and Annette Marquis for help in finding some wording around a reinstatement policy. Barbara will finalize that policy wording and send it to us by e-mail.</li> </ul>
<i>Alcohol Policy</i>	Eric got no questions from the LC review of the policy, except for the need to train people on implementing the policy. He will talk with Rita to be sure they fully understand the implications of the policy, and together they will decide what the next step should be.
<i>Technology Committee</i>	John passed out his proposal for a Technology committee. We will review it and discuss at the June meeting.
<i>Next Meeting</i>	The next meeting will be Monday, June 15 at 6:30. Eric will invite the two new Board members to join us.
<i>Adjourn</i>	The meeting adjourned at 10 pm.