

Unitarian Universalist Church of the Desert  
Board of Directors Meeting, July 16, 2019  
Minutes

**Attending:**

Present: President Jane Zaun, 1<sup>st</sup> Vice President Vikki Porter, Director at Large Carol Lavioe

Present by phone: Secretary Rod Belshee, 2<sup>nd</sup> Vice President Barbara Storms

Absent: Treasurer Jerry L'Hommedieu, Reverend Barbara Fast, Director at Large (vacant)

Congregational Members: none

**1. Opening and Chalice Lighting:**

Jane called the meeting to order at 6:28 pm and shared an opening message.

**2. Check-in:**

**3. Approval of the Minutes:** The June Board meeting minutes were approved as written.

**4. Voices of the Congregation:** (None present.)

**5. Leader Lab Moment:**

The UUA website has Leader training specifically for the Board. Jane reviewed the five responsibilities of Board members:

1. Operate as single entity in service to the mission of the church.
2. Fiduciary responsibility to the congregation.
3. Acts in the best interests of the congregation and avoids conflicts of interest.
4. Maintain confidentiality from executive sessions dealing with personnel or other sensitive issues.
5. The Board speaks with one voice.
6. Follow bylaws and augments bylaws with policies and procedures

## 6. Reports:

### a. President:

**Process Observer or “Vibes-Watcher” Role.** The Serving with Grace Book as well as our Committee on Ministry suggested that the Board have someone watch process (and perhaps time) during Board meetings, and flag any process issues (e.g. monitor time allotments, ensure everyone gets a voice, keep us from over-processing). No decision was made; instead members are encouraged to review the role of Observer outlined in Serving with Grace for future discussion.

**Policies and Procedures.** Andrea is putting together a single binder with all Policies and Procedures. Later (once dates, etc. are corrected) all Board members will receive copies of all current policies and procedures. At some point all of them will also be on the website.

**Call List.** A new call list is now in place with Command One, our alarm company. Jane has completed a written procedure and new password.

### b. 1<sup>st</sup> Vice President: *(combined oral and written report)*

**Safety Committee.** No meeting was held in June. Efforts are underway to gather info on preparedness for earthquakes. The need to add members is still a priority. The next meeting is next week, and the agenda will be to start working through scenarios.

**Women’s Retreat 2020.** Invitations will go out this week to a list of 110 UUCOD women members and friends. A Constant Contact message has been created with the invitation and a letter from Rev. Barbara. We will test the email and then send it out. Registration opens August 4, and will be promoted through hard-copy and newsletter articles. Sign-ups will be limited to 30 people, first come first serve.

**Galilee Center.** Vikki delivered one load to the Center but there has been a low response since. We need to continue to promote in weekly and monthly since we can’t make a delivery with less than a full load.

### c. 2<sup>nd</sup> Vice President: *(combined oral and written report)*

The **Stewardship Committee** has not met since the last Board meeting.

- The committee wants to expand to include the Board Members at Large and one of the co-chairs of the Social BUUterflies. Once that is determined then a meeting will be scheduled.
- The committee has a draft of a survey on new member interests to review.
- Members of the committee are working on designing the follow-up new member session after new members join as part of an effort to better connect them with the congregation.

- Social BUUterflies events continue to attract interest: 10 people attended bowling; 38 attended 4th of July baseball (42 tickets sold).

The **Membership Committee** met on July 9.

- Began discussion on how and who (which committee) should follow up on “missing” members who we’ve not heard from or seen in a while. This includes a larger discussion of how Membership and Pastoral Care overlap or complement each other.
- Reviewed the committee’s charge as outlined in the By-Laws.
  - Will likely vote next time on sending a recommended By-law change to the Board regarding which committee provides “support” to members and friends in need.
  - Discussed how Membership has taken on some of the Sunday set-up for Worship and requested that Worship Committee step up in the Fall and take back those duties.
- Discussed and suggested changes to a graphic that can be posted to explain the differences between visitors, friends and members.
- Emergency contact information for members and friends who are single or widowed is now in MemInfo.
- Worked on updating the directory.
  - A committee member is reviewing MemInfo to ensure members still meet the requirement for active membership.
  - The committee will place directories in the foyer for review and those who do not mark changes or okay the current information will receive a call.
  - A script is being developed for the calls to check in on the members/friends and to determine if they wish to be kept in the directory.
  - Including photographs of members could be considered next year, but not this year.
- This year the directory will be printed “in-house.” The information is drawn from MemInfo and our office administrator may need to do a little formatting and run copies at church.

#### d. Treasurer:

##### **Treasurer’s Discussion:**

Rod commented that because the floor covering was not completed and paid in June, the \$6,000 cost will occur in FY19-20 even though the expense was budgeted for FY18-19. The result is that FY18-19 Capital Repairs is favorable but FY19-20 Capital Repairs will be unfavorable.

##### **Treasurer’s Report:** *(written, as of July 11)*

Our bank balance of \$103,955 was replenished on July 1 with \$19,086 in reserves for pledges received in FY 18-19 (2210). We finished the year with a net revenue of \$20,348.

Plate collections, pledges received and contributions of record all surpassed budget projections and total expenditures came in under what was projected. Negative balance for 4020 Special Appeals was due to reimbursements being made on previous collections for bowling, baseball, etc.

Scrip income and expenditures for June order were all incurred in July so there is little change there. \$3,986 charge for 5090 Insurance was for earthquake insurance renewal. 5110 Honoraria was higher because we began paying mileage in June. FY 18-19 Guest Musician (5153) balance was reduced by \$2,739; the Music Fund (2102) balance for this fiscal year. Revenues for a May concert and Music Sunday in the amount of \$4,614 are retained to offset the coming year's expenses for musicians. \$234 for a microphone was moved from 5158 to 2101 Audio Visual Funds. The \$3,772 for 5613 was largely an annual payment to cover Medicare costs for Rev Barbara and her husband as stipulated in our contract.

The board approved a 2 percent salary increase for Rev Barbara in FY 19-10 and an increase of \$20 per week (to \$110) for Dorian. This was approved prior to receiving his resignation.

e. Minister's Report: *(abbreviated written report)*

**Greeting:**

Rev. Barbara sends greetings from NYC where she is with friends and family and even officiating a wedding. She sends a welcome to the new BOD members.

**Music Director Transition:**

The big news of late June was that Dorian is moving to San Diego. We are reaching out to fill the position. Rev. Barbara will rearrange some of her planned summer vacation/ 'study leave' weeks to help find another Director. President Jane, Treasurer Jerry, the Human Resources Committee and Rev. Barbara have a clear picture of what Dorian did, the hours it took, and what we need and can reasonably expect of someone in the position. We also acknowledge that summer is a slow time and faculty references and students may not in work in the area, so this has its challenges. Rev. Barbara has also reached out the UU Musicians Network.

**Developmental Goals:**

A minister gets time for "Study leave" relieved of regular congregational business to work on preparing for the year ahead. Rev. Barbara will be working on the developmental tasks for Adult RE Planning, continue with Care Team coordination and potential CRE programming as well as sermon/worship planning.

**Worship:**

June and July sermons were

What Matters to White Men

Sabbath Keeping

Voting Rights: Then, Now and What Next, which is on line at YouTube.

Reverend Barbara is next in the pulpit on Aug. 25.

We also enjoyed a fond **farewell to Dorian**. Thank you Mel, Jane and Margaret, Kurt & Michelle! It is important in the life cycle of a congregation to have “good goodbyes” as well as welcomes!

Leadership is always changing and we are inviting in **new worship associates**, and will be reviewing this year’s services to evaluate who to ask next year.

**Fundraising:** Next January 25, 2020, musician & Singer Suzanne Sheridan will be performing. She will also share her music gifts at worship with me on Jan 26<sup>th</sup>.

**Women’s Retreat:** Rev. Barbara is looking forward to leading the Saturday program and Sunday worship for the women’s retreat in January 2020.

## 7. Current Business:

### a. Attitude of Gratitude

Marion Ellson – for leading the selection of the flooring material  
Glenn Yamaguchi – for leading the installation of the flooring material  
Sheryl Eaton – for her leadership and formation of our new Social BUUterflies group

### b. Worship Committee Request

The Worship Committee requested that some of the Board members participate as worship associates on Sep 1 and Sep 29. Jane will volunteer for September 1<sup>st</sup>. September 29<sup>th</sup> has yet to be filled.

### c. Minister Housing Allowance and Contract renewal

The Contract Renewal was completed and signed previously.

The Board approved a motion to allow Rev. Barbara to designate whatever portion of her compensation as a housing allowance that she chooses.

### d. Update on Music Director

The Board approved the job description by email with responses from 5 members.

Our Personnel Committee approved a job description as a 9 month 32-hours/month position, plus negotiable tasks and remuneration during the summer. Dorian did much more than was in the job description. For example, Dorian made sure that he carried the entire administrative burden for the musicians, especially the primary accompanist. Jane has one candidate name so far and will be posting the job description on an UU Music Ministries website.

#### e. At Large Directors invited to Stewardship Steering Committee

The Stewardship Steering Committee has requested the At Large Directors to join the Stewardship Steering Committee as a liaison to ensure the Shared Ministry, and the Vision and Mission.

#### f. Nominating Committee requested to find new Director

Nancy Boyce's Director at Large position is vacant. The Nominating Committee has started a search for a candidate for the remaining one year.

#### g. Update on Foyer Flooring:

New floor covering has been ordered for the foyer, hallway and restrooms at a cost of \$6,026. The material is a very attractive stone-look 16 in. by 32 in. Luxury Vinyl Plank called Lifeproof Breezy Stone. It is waterproof (for restrooms and future kitchen), has a green FloorScore rating and a commercial warranty, and simple maintenance. Compared to polished concrete or Marmoleum alternatives it is less expensive and that allowed us to also replace the damaged men's restroom floor and eliminate floor covering transitions.

Installation will be overseen by Glenn Yamaguchi (Mel Wilkinson will oversee if Glenn leaves town for vacation). Home Depot will notify Glenn when the materials have arrived and Glenn will then arrange the installation timing, at the very end of July or early August.

Jane will notify Andrea at that time and have her send out a Constant Contact notice to all congregants and renters of when the building will be unavailable. In the meantime, we can give preliminary notice to renters.

Sue will look into any maintenance requirements.

The materials were ordered in Glenn's name (a Home Depot bizarre requirement) but will be changed to UUCOD when it arrives. Scheduling will hopefully avoid our Monday evening and Tuesday morning renters, and not occur on a Sunday.

#### h. Book borrowing program/bookcases:

Jane asked whether we need the three bookcases and the extra boxes of books on the floor, and suggested that perhaps the space is better used to store emergency preparedness supplies. Vikki discussed the storage space required suggesting that may take considerable space.

The Board approved a motion to discontinue the Book Program. Books will be offered free to members and then the remaining will be sold at a garage sale or donated. Consideration of storage of emergency preparedness supplies was delegated to the Safety Committee.

6. New Business:

a. Request for Newsletter article seeking volunteers for another non-profit agency

The Board discussed a request to include a solicitation for volunteers with non-profit agency which we have supported through Share-The-Plate. Jane reviewed the Bylaws, which allow information from other organizations with congruent values to be included. We do allow organizations to post billings or place flyers in the foyer, but decided to keep the current practice of limiting newsletter articles to UUCOD items or activities in which UUCOD is participating (e.g. Pride Parade).

b. Appoint Historian/Archivist

The Board appointed Mel Wilkinson to Historian/Archivist. She is already looking at what we have, getting materials from Maxine, Carol, Marion, and others. Her focus is on creating a physical archive. In the future, we can scan and put select materials on the webpage.

7. Adjourned

Jane adjourned the meeting at 7:40 pm.

8. Executive Session

The Board met briefly in Executive Session.

Respectfully Submitted,

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Rod Belshee and Carol Lavioe

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Date Approved