

## **UUSS Board of Trustees Meeting**

August 22, 2013

### Minutes

Board members present: Linda Clear, Linda Klein, Glory Wicklund, Janet Lopes, Peter Killian, Eric Ross, Cathy George

Board members absent: Meg Burnett, Gordon Gerwig

Staff present: Rev. Roger Jones

Guests present: Joan Rubenson, Barbara Hopkins

Linda Clear called the meeting to order at 7:05. Linda Klein did the chalice lighting and centering.

### **Consent agenda**

The July 2013 minutes were unanimously approved.

### **Duplexes**

Roger reported that the RFP for the duplexes was mailed out and that copies are available in the office. Linda Klein will follow up with Colene Schlaepfer to find out how many RFPs were sent out and to whom they were sent.

### **Implementing the Master Plan**

Joan Rubenson gave the board an update from the Implementing the Master Plan Committee (IMP). Joan reported that the public hearing on the County Use Permit was continued to the next County Planning Commission's meeting date of August 26 at 5:30 PM because the Planning Commission staff was not aware that UUSS rented out our facility. There was a good turnout at the hearing by UUSS members. Two neighbors expressed concerns about noise issues that could develop with an outdoor amphitheater. Jeff Gold sought clarification from the IMP steering committee after the meeting. The following direction was given to Jeff. UUSS wants to defer street improvements until phase 1b. UUSS wants to continue to include the amphitheater in the Master Plan. UUSS recommends that the hours of activity for the playground, volleyball court and amphitheater be from 9 AM to 9 PM.

Jeff Gold is anticipating that the selection process for contractors will take between two and three months. A subcommittee is being identified to participate with Jeff in the contractor selection process.

Margaret Wilcox will be the temporary lead for the Logistics Subcommittee.

Joan and Barbara Hopkins provided information on the search for a temporary facility for holding worship services during the building construction. They have gathered information from several different places and have prepared an information sheet and have compiled pictures of the most promising sites. The Board encouraged the IMP to present these options to the congregation and get feedback from the congregation about services times and locations. Roger encouraged the IMP to provide the congregation with many choices concerning the temporary location for services. Joan and the IMP were thanked for their work on the IMP. The information provided to the Board will be shared at the IMP Congregational Discussion on August 25.

### **Treasurer Report**

Glory reported that the language in the Employee Handbook regarding pay for employees working less than 25 hours per week needs to be revised to reflect the intent of the Board that employees working less than 25 hours per week do not receive holiday pay. Janet moved, and Peter seconded, the motion that Glory's proposed amendment to the holiday pay be incorporated into the Employee Handbook effective immediately. This passed unanimously.

The Board approved a letter to staff concerning the error in the Employee Handbook concerning holiday pay. The letter authorizes employees, who regularly work less than 25 hours, one day of comp time prorated by the individual's work week. This time is to be taken prior to Dec. 31, 2013. A motion to approve the letter, pending final edits by Rev. Lucy, was made by Eric and seconded by Peter. It passed unanimously.

Board approval was needed to authorize UUSS to open an account with Brandywine funds so that a donation to the Capital Campaign can be received. Eric moved and Peter seconded that this authorization be approved. This motion passed unanimously.

The July Treasurer's Report indicates that the limited building rental income continues to be a major problem. A Building Usage and Marketing Committee is being formed to address this problem.

### **Stewardship**

Rev. Roger reported that the Stewardship Committee is off to a very good start. Chuck and Lauren Davis-Todd are leading the Committee again this year. The committee is making a brochure that is not specific to one fiscal year. Lauren and Chuck and some of the other Committee members will be attending the PCD Leadership Development Day on Money, Stewardship, and Faith in October.

### **Program Council**

The members picked the committees that they will be a liaison to during the coming year. The PC has a Secretary but has not yet identified a chair. One member has resigned.

### **Candidate Committee Charge**

The charge to the Candidate Committee was discussed. The date for the call meeting will be Jan. 26, 2014. Members of the Candidate Committee are: Kathy Canan, Dana Exum, Judy Lane, David Libby, Nancy Lust. Eric Ross will be the BOT liaison to the Candidate Call Committee.

It was moved by Eric, and seconded by Peter, that Linda K. will make some final edits to the charge to the Committee and that the charge be approved. This was unanimously approved.

### **Roger's and Lucy's Contract**

Eric, Janet and Glory have done a lot of work on Roger's contract. It was moved and seconded that Roger's letter of agreement which incorporates Roger's job description and compensation be approved. The vote to approve Roger's letter of agreement was unanimous.

Lucy's contract has been drafted but the BOT will hold off on approving Lucy's contract until we have her input.

**Building Our Future-** Linda K. reported that the group had a very productive meeting and that Rev. Roger and Rev. Lucy attended.

### **Minister Reports –**

Rev. Roger, Acting Senior Minister, reported that Eric Stetson resigned as Music Director. His last day is September 1. Roger has met with the Music Committee Chair and Meg Burnett regarding the choir. Roger and Lucy will work on music. There are no plans to hire a Music Director at this time due to the budget deficit.

Roger has met with a number of Committees and has been leading retreats for Worship Leaders and Spirit Play teachers. Roger is co-chairing the PCD Pot of Gold Conference on Religious Education in Davis, Sept. 7.

Rev. Lucy reported that she has spent her first 2 weeks at UUSS getting to know staff and establishing regular weekly meetings with those she supervises. She is also supporting and providing guidance to the IMP team. Lucy was at a week long ministry training for congregations in transition in Bloomington, Minnesota.

**PCD Presidents Meeting-** Linda C. reported on the Presidents Meeting held at UUSS in August. The meeting was successful, the new PCD executive attended.

### **Board Business**

Board Retreat Agenda Items, Sept. 28. We will need food for break and lunch. Linda K will make reservations at a restaurant for dinner on Sat.

Topics for retreat- money, fair share givers policy, Master Plan, fundraising, are we living our mission? (Linda C. will send link to a talk from UUA), effective ways to do growth and outreach and attract more young families

Church Calendar-Service Auction- Have not identified time of the auction or the team to work on the auction. Mary H. may be willing to chair if she has strong co-leaders.

Centerer for September- Peter

Meeting adjourned at 9:40.

Respectfully submitted, Cathy George, Secretary, USS Board of Trustees