

FEBRUARY MEETING MINUTES

**For Meeting of the Board of Trustees; February 15, 2004
Valley Unitarian Universalist Church, 6400 W. Del Rio St. Chandler, AZ**

Board members: Those attending indicated with asterisk

*	Jim B.	President	*	John M.	Trustee
*	Jan M.	Vice President	*	Chuck D.A.	Trustee
*	Ann S.	Secretary	*	Scott B.	Trustee
*	Todd H.	Treasurer	*	Johnnie C.M.	Trustee
*	Mary T.	Assistant Treasurer	*	Lone J.	Ex-officio

Other Attendees/Guests:

Betty N.	Committee on the Ministry
Debby S.	
Jim N.	Bylaws Committee
Loyd M.	

Note: Items are reported by topic and may not be in the order presented.

Opening Activities

1. Lone gave a **centering** on the theme of believing in possibilities.
2. Members assumed **assigned roles** of time keeper, process observer, parliamentarian, and communicator
3. The **agenda** was reviewed and adjusted. (See attached.)
4. **January minutes** were reviewed and approved with minor corrections.

Minister's Report (See attached copy.)

1. **Lone's summary** emphasizes that to meet the desired the budget we should expand our resources rather than cut programs; increase pledging, attract new members, refinance debt, pursue grants and donations. Leadership can assist all these.
2. The remainder of the report is comprised of progress reports from the staff as follows: **Religious Education** (includes and idea for getting grant money), **Music Ministries, Volunteer Coordinator, and Administrator.**
3. **Administrator's report.**
 - a. A bookkeeper from a temp agency is now working on an hourly basis.
 - b. See "Financial" section of minutes below for additional financial info.
 - c. Ali raised question on the limits of her authority.
Decided: Administrator's limitations will be decided by the Minister, Admin Council and the Treasurer.

Follow up on Past Items

VUU BOARD MINUTES

1. **Committee/Congregation Communication.** The **survey on listening**, prepared by Mary Jo B., was distributed on February 7th. John or Jim will request agenda time in the future when there is further activity to report on the investigation into how we communicate as a congregation.
2. **Policy Board progress.** Jim contacted contacted Bob C. who approved the use of \$325 from the Bunny C. Leadership Development Fund for the upcoming event with Rob E.-I.. Jan noted that the article prepared for the newsletter didn't make it in.

Action: **Jan** will contact **Mark S.** to request video taping of the workshop. She will also email committee chairs to notify them of the March 13th leadership workshop event, and she will ask Joanne S. to cede a "Community Minute" spot so she can make a verbal pitch during a service. **Lone** will have **Ali** send an email to all members on the upcoming events, and will make sure that it is mentioned in all orders-of-service from now until then.

3. **Review of Minister's Contract.** Johnnie met with the Committee on Ministry who has done the work of researching and proposing appropriate changes. See "Ministerial Contract" attached. The total value of the current salary package is \$71,800, and the proposed improvements will raise this to \$86,021, roughly a 10% increase, but still below UUA guidelines. Discussion resulted in the noted changes. The Board is in favor of the proposed package.

Action: **Scott** will alert the Budget Committee to remember to plan for meeting the expense of the sabbatical.

4. **Bylaws Committee Proposals.** The committee presented the changes proposed to be made in phases over two years. See attached draft. The length will be shortened. The committee also presented changes to Article VIII of the Articles of Incorporation that are needed to conform to the proposed changes in the bylaws. (See attached.)

Decided: The Board agreed to move forward with the suggested changes.

Actions:

- a. Bylaws committee will **revise draft of Bylaws** per comments made in the Board meeting and will ask James O.P. to review proposed changes to Articles.
 - b. Loyd and Jim will also **conduct information sessions** engaging the congregation after services on March 13th and 20th, and these will be attended by **Jim and Jan and other Trustees** who are willing to assist in offering Board support. **Ann** will request announcements in those orders of service.
 - c. Ann is to **notify VUU members** in early March of the Congregational meeting on April 3rd to vote on the proposed Bylaw changes.
5. **Nominations for UUA trustee.** No interested candidate was found.

6. **UUA membership fees.**

VUU BOARD MINUTES

Action: Mary will check to see whether the Budget Committee has included an amount adequate to cover the revised guideline fee (\$51/member) for the upcoming fiscal year.

7. **Culture of Gratitude.** Trustees are reminded to model active gratitude. John M. sent notes to thank Deb D., Carol D., and Joel S.. Jan brought thanks you cards that were signed by all Board members, and these are now ready to send out on any appropriate occasion.

Action: Each Board member is reminded to send one random note of thanks per week.

8. **Associate/Assistant/Contract Minister.** The proposed budget includes \$20,000 for ministerial help. Lone spoke with Terry S. who is interested in providing contract work. She raised the question on how we give the congregation a vote.

Action: We need a **Task Force** on defining what kind of minister we need and the process for acquiring one. The TF should be in place before Terry's upcoming sermon. Lone will get help from Nancy H. on working up a job description.

New Items

1. Board help is needed with the upcoming canvass.

Action: Deb D. will call us individually to request help

Financial Report Presented by Todd and Mary

Previous Financial Items:

1. **Outside review** for the capital campaign and operating budget. Todd and Ali met with a CPA who will work on this project after April 15th. See further comments in Ali's report.

Action: Todd and Ali will report when there is progress.

2. **Mid-year budget adjustments.** No action to report this month

Action: Todd will draft policy for Admin Council to review.

New Financial Items:

1. **January report:** See attached.

Action: Mary relayed Ali's request that Board members comment on what we want to see in a financial report, i.e. how much detail.

2. **Projected Shortfall:** Carol D. projects income falling short of expenses in the future based on current projections. Various explanations were postulated.

Action: Carol will present a comprehensive plan next month.

3. **United Way listing.**

VUU BOARD MINUTES

Action: Chuck is working to get VUU listed with United Way, so we could possibly receive funds for programs.

Concluding Activities

1. **Process Review.** All Trustees participated in the discussions.
2. Agenda item “**Maintenance Person**” was deferred until next month.
3. Meeting was **adjourned** around 10:00.

Minutes were prepared by Ann S. and distributed to Board members, Minister and church Administrator via email on February 20, 2005. Please email [Ann's email](#) with any comments you may have prior to the next meeting.