

## MEETING MINUTES

**For Meeting of the Board of Trustees; August 17, 2004, 7:00 pm  
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	*	Barb S.	Trustee
*	Ann S.	Secretary	*	Chuck D. A.	Trustee
*	Todd H.	Treasurer	*	Scott B.	Trustee
*	Mary T.	Assistant Treasurer		Donna S.	Trustee
*	Johnny C. M.	Trustee	*	Lone J.	Ex-officio

Other Attendees:

Andrea McS.	Revenue Generating Think Tank
Betty N.	Committee on Ministry
Loyd M.	Stewardship (Fund Raising) Council

### Preliminaries and Opening Activities

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1. **Visitors** are indicated on the attached sign-in sheet.
2. Facilitating **roles** were as follows: Scott – Time keeper, Barb – Parliamentarian, Todd – Process Observer.
3. **Retreat follow up.** Scott furnished the handsome wall clock and brought a camera to photograph the board members. Jan brought a timer, and Ann furnished name plates.
4. **Centering** was given by Lone.
5. Review of **July minutes.** Suggested revisions have now been incorporated in the July record copy.

### Information Items

1. Lone gave the **Minister's report**, copy attached. Note: in the future staff reports will not come directly to the Board. Lone will bring specific items to Board attention as needed.
2. **Administrator's report** by Ali was submitted as attached. Some subjects therein are touched on below.
3. **RE report.** Celeste P. sent the attached report along with a request for Board approval of her drafted policy statement.
  - a. **Action:** Jim B. will review proposed policy to be e-mailed to him.
4. **Org charts.** The attached chart showing relationships between organizations within the church was furnished to all members by Scott.
5. **Key policy.** Ali sent copies for distribution to Board members.

VUU BOARD MINUTES  
August 17, 2004

New Agenda Items

1. **Nominating Committee.** Board approved Kat H. to take the place of Mary T. who resigned to become Assistant Treasurer.
2. **Board Covenant.** Board adopted the covenant which was forged at the Board retreat and which was refined and presented at the meeting by John M. (copy attached).
  - a. **Action:** John will get an enlarged copy to mount in the Board room.
3. **Recognition Sunday.** Board approved the selection of Deb D. to be honored in September on Recognition Sunday.
4. **Fund Raising Council** report by Loyd M.
  - a. Presented the **vision on events** for this year, and distributed a mission statement which Board approved as noted. (See attached.)
  - b. **Scheduling** fund raising events. Fund Raising Council will take over this responsibility from the Finance Committee. They will post dates as far out as possible and will follow the event scheduling priorities policy approved last year. They may recommend black-out dates immediately prior to and following major events.
  - c. **Action:** Committee on Ministry to consider request to change name to Stewardship Council.
5. **Member Groups.** Groups need to apply for “Member Group” status for building use privileges.
  - a. **Action:** Ali B. and James O.P. are compiling the list and will set a fall deadline.
6. **Spending and Contracting authority.** A statement presented by John was revised and approved. See attached.
7. **Publicity group report.** Barb reported on the status of the group now coalescing. They are working on a statement of goals and mission. Issues of future budget and structure within committee council are yet to be decided. Some of the talents include marketing, advertising, and news print media. They will support other committees and focus on welcoming and keeping visitors. Barb is a contact person for now.
  - a. **Action:** Board to review attached “Covenant for use of The Uncommon Denomination resources” for approval at next meeting. (For using UUA publicity materials.)
8. Statement on **executive sessions and board unity** was approved as drafted by Scott. It will henceforth be printed on all agendas (as it was on this meeting agenda).
9. **Committee Council.** Board noted the need to schedule the next meeting soon. They are generally held at six month intervals.
  - a. **Action:** Schedule committee council meeting.

VUU BOARD MINUTES  
August 17, 2004

Financial Report

1. **“Pledge Income update” and “VUU Income”** summary submitted by Todd (copies attached) show that pledge income has increased. Also see attached VUU **Statement of Income and Expense.**
  - a. Decided: Rescind last month’s decision on committee budget cutbacks and restrictions on unscheduled travel.
  - b. **Action:** Scott will email Ali to so notify committees.
  - c. It was deemed premature to reimburse the rainy day fund as yet.
2. Jim B. reported that he had authorized spending left **over escrow money on A/C units.**
3. Financial action items **from July** meeting
  - a. **Special funds.** Todd contacted the donor who said OK to spend remaining amount wherever there’s the greatest need.
  - b. **Bonding of signatories.** Todd has a copy of the insurance policy with the info needed.
  - c. **Overdraft protection.** Finance committee is authorized to obtain this service at a time when they feel the fee will be worth the value received.
4. Status of books and **new bookkeeper.** Deb Skj. is leaving in October.
  - a. **Action:** Todd and Mary are to proceed with hiring a bookkeeper.
5. **Revenue Generation Think Tank**
  - a. Andrea McS. presented the attached report which **highlights weddings** as a large potential source of income. Specific recommendations on charges, building and grounds improvements, and use of the revenue are included.
  - b. **Action:** RGTT (Andrea) to communicate with Building and Grounds about suggested improvements.
  - c. **Action:** Decide on disposition of future generated revenue.

Other Unfinished Business

1. **Tracking action items.** The process for tracking outcomes and pending actions is evolving. Action items will be carried forward in the minutes. Ann is reviewing past minutes for both unfinished business and for policy decisions to insert in the policy manual.
  - a. A mechanism is needed for following up on action assigned to people who may not attend subsequent Board meetings.
  - b. **Staff activity** (music, RE, Administrator) is directed by the Minister.
  - c. Financial matters will be connected to the Treasurer and Assistant Treasurer.
  - d. Since the Board **no longer has committee liaisons** it’s unclear how committee-related action items will be tracked.

Concluding Activities

VUU BOARD MINUTES  
August 17, 2004

1. Process observations:
  - a. **Acknowledge visitors** and inquire about their interest in attending. Use some of the unscheduled agenda time.
  - b. Express more thanks for efforts of groups and individuals during meetings. Create a **culture of appreciation**.
2. **September meeting agenda** was drafted.
3. Meeting was adjourned close to 9:00.

Minutes were prepared by Ann S. and distributed to board members and church Administrator via email on August 24, 2004. Please email Ann with any comments you may have by the Sunday prior to the next meeting which will be held September 21, 2004.