

**SEPTEMBER MEETING MINUTES**  
**For Meeting of the Board of Trustees; September 21, 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	*	Barbara 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:

Betty N.	Committee on Ministry
Deb D.	Stewardship Council

*Note: Actions which took place subsequent to the meeting are recorded in italics.*

**Opening Activities**

-

1. **Centering** was given by Lone.
2. **The agenda was reviewed and adjusted**
3. As a recent arrival to this Board, **Mary T.** introduced herself and described past career experiences related to financial management.
4. Review of **August minutes**. Suggested revisions have now been incorporated in the August record copy.

**Information Items**

1. Lone J. gave the **Minister's report**, copy attached. She also distributed the attached staff org chart and VUU Staff Bill of Rights which she read. Since Lone is the conduit of information between Staff and Board she is actively soliciting questions and comments from Board members regarding staff functions and activities. Lone also recommended an **outside audit for the capital campaign and operating budget**. Upon discussion it was clarified that this would be a general accuracy audit. The suggestion was well received.
  - a. **Action:** Decide when and how to proceed. (Responsibility unclear.)
2. Deb D. presented the **"Program Budget"** concept and distributed the attached written explanation. *(She gave a similar presentation at the Committee Council meeting and further explained how the budget would be presented to the congregation in graphic form according to program areas. The concept was well received.)*

VUU BOARD MINUTES  
August 17, 2004

Follow up on Past Items

1. **RE security policy.** Following last month's meeting Lone approved Celeste P.'s drafted policy statement pertaining to RE and safety/security issues. The material was prepared and distributed to parents in the interim.
2. **Board Covenant.** John M. put the covenant in Word format.  
**Action:** John is working on getting an enlarged copy to mount in the Board room.
3. The Committee on Ministry approved **changing the name** of the Fund Raising Council to **Stewardship Council**.
4. **"Publicity Task Force" report.** Upon the Board's agreement Jim B. signed the UUA covenant for use of the Uncommon Denomination materials. The Board also authorized the "Publicity Task Force" to move forward with the follow up activities. Copies of the covenant will be distributed to those whose committee work relates to the "welcoming" functions involved.  
**Action:** Barbara S. will communicate this to Publicity Task Force who is to proceed with UUA questionnaire activity.
5. **Committee Council.** The meeting was scheduled (*and held*) on September 25<sup>th</sup>, the weekend following the Board meeting.
6. **Bookkeeper.** The Personnel Committee is proceeding with hiring a bookkeeper.
7. **Capital Campaign and Canvass signers.** Andrea McS. transmitted the forms which were signed by the appropriate officers following the meeting.
8. **Stewardship Council Policy.** The policy draft was presented by Deb D.. Discussion was generated on specific points, and Debbie will take the comments and suggestions back to the council.  
**Action:** Stewardship Council to revise draft policy for future Board approval.

New Agenda Items

1. **"Who Are We?" Task Force** recommendations. Due to computer e-mail problems the report was not received in time to review for the meeting. Jan M. has since e-mailed the report to all members.
  - a. **Action.** Board members are to review the report and come prepared to discuss and take action at the October meeting.

## VUU BOARD MINUTES

August 17, 2004

2. **Board Communication – feedback and appreciation.** The Board held a general brainstorming type discussion on this topic. Some ideas generated were:
  - Designate someone to call and thank those who make presentations to the Board and other volunteers. (Scott B. has done this for the past two meetings and volunteered to do so for this meeting.
  - Institute a procedure similar to that used by the Worship Committee; solicit written comments responding to emails, then screen them for appropriate response.
  - Create a display where the board pictures are posted.

**Action.** Donna S. will call Linda B.B. to thank her for hosting the Board tea party.

**Action.** Jim will note in every newsletter that help and vision comments are solicited, and will also give website address; board@vuu.org and will forward/distribute any emails that come in.

**Action.** Brainstorm more ideas and discuss again at council meeting and next Board meeting.
  
3. **Computer and privacy policies.** John M. introduced this topic and made the Board aware that a Computing Policy is needed. The issues around unauthorized authorized access to computers and VUU member and financial data include privacy, possible fraud, harassment, and more. The Board's reaction was that this is an administrative concern.
  - a. **Action.** Lone will take the report to the Staff

### Financial Report Presented by Todd and Mary:

1. **Summary of Income and Expenses.** Details for this fiscal year (7/01/04 – 9/02/04) were summarized in the report handed out. Total income was \$72,733. With total expenses less than that at \$57,346 there was **net income of \$15,387.**
  
2. **Salary Increases.** Mary briefed the Board on the details of the attached memo recommending Staff salary increases in accordance with the “Blue Sky Payroll” presented at the Congregational Meeting in June of this year. (The difference between that and the “Baseline Payroll” amount approved is \$26,387.) The recommendation is based on an analysis of projected income showing a surplus of \$27,374 above original budget projections. Members raised questions on how the income projections were determined, and these were answered to the Board's satisfaction.
  - a. **Decided:** Implement Staff pay increases for Kellie W., Ali B. and Daphne B.

## VUU BOARD MINUTES

August 17, 2004

3. **Subsequent communications:** *On Sunday, September 26th Jim B. emailed the following message to the **Budget Committee and the Board:** “After talking with several Board members this evening, it's clear that a meeting with the Budget committee is needed. There is a great deal of concern that existing policy was violated when the Board voted to raise staff salaries.... I understand that the Budget committee may be meeting sometime this week, and that Todd and Mary would be joining them to discuss this.... I'd like to include any Board members who are interested in clarifying which policies are currently in place regarding revising the budget mid-year and whether a new policy is needed.... It was never the intent of the Board to exclude the Budget committee from this process. What we can do from this point is to make sure that Budget's concerns are addressed regarding this recent Board action, and in the future use policies to prevent this kind of thing from happening again.”*

### Concluding Activities

1. **Process Review.** Keeping on track well. Participation could be improved if on major items all members were queried in order.
2. **October meeting agenda** was drafted.
3. Meeting was adjourned at 9:05.

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 October 19, 2004.