

UUCF Board of Trustees Meeting
1 December 2024

Members Present: Mark Umbriaco (Chair/President), Thomas Contreras, Sherlan Neblett, Sean Thomas, Janice Paton, Harry Langenbacher, Mary Botts, Patrick Manion

Members Absent: Colleen Clay

Call to Order

Meeting called to order at **1:16pm** by Mark Umbriaco.

Approval of Agenda

Thomas Contreras moved

Janice Paton seconded

Agenda Item #1: Approval of Congregational Meeting

Sean Thomas moves to accept minutes for Congregational

Janice Patton seconded

Vote is unanimous

Agenda Item #2 Accounting Reports

Mary Botts delivered a report during service that was well received.

Agenda Item #3: Ministerial Contract Review/Discussion

Suggestions made via email were adopted.

The contract changes reflect that the contract is for a “contract” minister.

The contract will be for a year.

Discussion about what terms, if any, should be changed.

Sean Thomas moved that the board accept the draft Ministerial Agreement as amended

Janice Paton seconded

Vote was unanimous

Agenda Item #4: Update of search for piano accompanist:

Discussion of what we pay.

Mark moved that we continue the agreement with Christine Araoke to be an accompanist to the current terms

Janice Paton seconded
Vote was unanimous

Agenda Item #5: Board of Trustees talking points with the congregation

Discussion of continuing every two weeks. So every two weeks the congregation will receive an update.

Discussion of what we should have in Breeze and what should be shared if anything.
Perhaps mention year end giving for tax deduction purposes

Discussion of what data should be collected.

60 sign ups from "Let's Get Involved."

Patrick Mannion will deliver the next "Talking Points" with the Congregation on December 15 talking about "Let's Get Involved."

And discuss about the conversation with the congregation

Agenda Item #6: Guidance for active committees

Social Action is doing well and doesn't need more direction

Other committees may need direction

Perhaps we should have a board email that we just

Discussion that the committee chairs should get the email address

Patrick Mannion moved that we create a generic UUCF Board email address that all committees can send emails to

Sherlan Neblett seconded

Vote was unanimous

Agenda Item #7: Discussion of possible large donor event/volunteer appreciation

Discussion about how and who to invite and what should be discussed

Perhaps it should be done in February, or January

Agenda Item #8: Board member's updates for Action assignments/ share concerns and Job successes.

Discussion of concerns

Each board member will write a description of general board members responsibilities, and specific officer duties.

Some board members will write up descriptions of what some committees duties should be

Mary will write up a description of investment committee duties

Janice Paton will write up a description of budget committee duties

Sean Thomas will write up description of stewardship committee duties

February 2nd New to UU will occur

Perhaps the Bylaws should be revised. Next Board of Trustees meeting Agenda will include Bylaw revision committee

Next Board Meeting set for December 22

Meeting adjourned at 4:00pm

Minutes recorded by Thomas Contreras

**UUCF Board of Trustees Meeting
22 December2024**

Members Present: Mark Umbriaco (Chair/President), Thomas Contreras, Sherlan Neblett, Sean Thomas, Colleen Clay, Harry Langenbacher, Mary Botts, Patrick Manion

Members Absent: Janice Paton

Call to Order

Meeting called to order at **1:20pm** by Mark Umbriaco.

Approval of Agenda

**Modified agenda to include getting a credit card for Amy,
Lectern purchase by a member**

Sean Thomas moved

Mary Botts seconded

Vote is unanimous

Agenda Item #2: Accounting reports

Printing out calendar year reports and fiscal year ending November.

Spending v. Budget

Amy keeps accounting in line items in budget based on what is submitted by different groups
RE committee: Staff member submitted receipts and Amy ensured they stayed within budget
Money left in the account is not for the use of the committees or is it.

Committee

There is a need for someone to keep track of need to purchase curriculum or other needs that don't recur monthly.

Accounting is "working" now. Amy should/should not be in charge of keeping track but someone should. Should be a staff member or board member,

Examples: snacks, curriculum, etc, up to the budget amount.

Committees need to keep track of their spending. The committees should speak to Coleen Clay. Colleen Clay will speak to Megan Watson.

Contract minister line allows for spending toward a minister. Pending the hiring of a minister. The board will allow the

Colleen Clay moved that we transfer unutilized funds from the ministerial line to the worship line, based on the anticipated hire date of the minister

Sean Thomas Seconded

Vote passes;

Mark Umbrico abstained

Agenda Item #2 Ministerial Contract update

UUA has “approved” what we input. The proposed contract has been submitted. And the document is “live.” It has been posted

We can share a job description/expectations with congregants.

We will begin preliminary interviews as soon as today

Agenda Item #4: Letter of concern sent to the Board - Discussion

Some members have written an email to the board. The board discussed the letter and the concerns expressed in the letter.

The discussion about reserves needs to be well thought out. Reserves give flexibility to make an investment in our future.

We currently are budgeting a 35,000 dollar draw from the reserves.

Agenda Item #5: Stewardship information and board duties and responsibilities:

Discussion of Board Role Responsibilities. Part of a Guide to Creating a Board Policy Book (<https://www.uua.org/leaderlab/board-policy>)

President, Vice-President, Secretary, Treasurer, At Large Trustees

Nominating committee will receive a description to share with potential nominees as well as a copy of the bylaws.

Agenda Item #6: Assistance for music committee- concerns from Christina

Discussion about moving forward .

Current accompanist will remain for another month

Agenda Item # 7: Lectern replacement

A member would like to pay for a replacement.

Colleen Clay moved that we accept a donation of up to 300 dollars for a new lectern.

Sean Thomas seconded

Vote passes

Mark Umbriaco abstained

Agenda Item #8: Credit Card discussion

Credit card or automatic withdrawal to minimize practice of reimbursement for recurring expenses. Considering change of banks

Agenda Item #9: Status of volunteer appreciation

January 25th appreciation dinner at the church

Next Board Meeting set for January 5

Meeting adjourned at 3:20pm

Minutes recorded by Thomas Contreras