

## First UU Board of Trustees

**MINUTES -- Monthly Meeting**

**November 30, 2005**

Present: Trustees: Gretchen Faulstich, Chair; Doug Zelinski, Vice Chair; Debra Boyd, Treasurer; Jim Bailey, Secretary; Pam Argus, Ben Blee, David Carr, Michael Greenman, Evonne McNabb; Will Delphia, Youth Representative.

Not Present: Barb Fisher, Bill Fullarton, Karen Dawson, Past Chair.

Ex Officio: Rachel Tayse Baillieul, Co-Director of RE; Wendy Fish, Associate Minister; Maggie Perkins, Church Administrator.

Guests: Caroline Rayner; Dan Hronek, candidate for vacant trustee position.

### **1. Opening Words and Lighting of Chalice Introduction and Check In**

Ben gave an opening reading and all in attendance gave brief updates.

### **2. Review of Agenda Minutes of October 26 Meeting**

No changes were offered to the agenda.

Michael moved and Doug seconded that the minutes of Oct. 26 be approved. Motion carried.

### **3. Policy: Guidelines for Posters, Displays, and Permanent Items on Walls.**

The Board discussed with Caroline the revised policy. Questions were raised about bulletin boards that are understood to be for the exclusive use of RE but are not so designated in the policy. Questions were also raised about the policy vis-à-vis the Communication Committee. Caroline agreed to confer with the Communication Committee and to report back to the Board.

### **4. Appointment of Dan Hronek as Trustee**

Debra moved to appoint Dan to fill the vacancy on the Board. Ben seconded the motion. Motion carried.

### **5. Personnel Matters**

Gretchen announced that the Board would meet in Executive Session and asked Wendy to stay for the meeting.

The Board resumed regular session and announced:

(a) The resignation of Maggie Perkins, Church Administrator, effective Dec. 22;

(b) A proposal from the Personnel Committee to change the status of Rachel from Acting Director of Religious Education to Director of

Religious Education with the recommendation that this proposal be voted on at the December Board meeting.

## **6. Treasurer's Report and Discussion of Finances**

Debra commented on the Income Statement/Budget Comparison showing figures through Oct. 31. She said that even with the success of the fall campaign (which raised over \$28,000) a budget deficit is likely. The Board was given for discussion a sheet listing possible strategies for closing the budget gap (ideas prepared by the Executive Committee). Several "to do" items were undertaken by Board members, and it was agreed to confer with the Finance Committee about proposed adjustments.

## **7. Implementing Board Goals**

### **Leadership Development**

Doug reported on a preliminary plan, presented to Executive Committee, by Karen Dawson, to begin a program in leadership development. It was noted that such a program should facilitate the task of finding members and chairs for key committees. The Board agreed that the program should proceed.

## **8. Upcoming Mid-Year Meeting**

Gretchen reported that informational matters will be presented at the meeting but nothing requiring a congregational vote.

## **9. Staff Reports**

Reports were received from Mark, Wendy, Maggie, Cindy and Rachel. Rachel raised a question about the need for an "emergency policy" to follow in times of severe weather such as winter storms. She also noted that since the Social Committee lacks a chair that she and Cindy receive general questions about First Friday programming. Maggie announced that leaders from the Ohio-Meadville District will host an open meeting at First Church at 7 p.m., Dec. 8.

A question was raised about liability insurance covering Board members. Apparently the church has no such coverage at present. Maggie said she is getting quotes.

## **10. Recruiting for Committees/Liaisons**

Gretchen circulated a list of committees, indicating ones needing chairs and members. In the discussion, some blanks were filled and names generated. In particular, Personnel needs a chair and Membership is looking for a co-chair. The idea of modifying the Nominating Committee so it might help to find committee chairs was mentioned.

## **11. Council/Committee Reports**

Doug reported that Church Council decided to move the coffee service back into Fellowship Hall.

Reporting for the ad hoc committee on a Covenant of Respectful Relations, Ben said that beginning on Jan. 8 and for the next two Sundays a covenant will be on display for the congregation to read and respond to.

**12. Announcements**

Next Executive Committee meeting is on Dec. 21. The combination monthly Board Meeting and Board Retreat will be on Saturday, Jan. 21. Gretchen and Doug are working on plans for the retreat; others are encouraged to contribute ideas.

**13. Adjournment**

Michael moved and Debra seconded that the meeting be adjourned. Motion carried.