

Unitarian Universalist Fellowship of Newark
February 12, 2020
Board of Directors – Meeting Minutes

In attendance:

Carol Boncelet (President), Rev. Don Garrett, Anne Green (Member-at-Large), Merry Ostheimer (Member-at-Large), Tara Wheeler (Secretary), Beverly La Rock (incoming President-Elect), Glen Schmiesing (Treasurer)

Not in attendance:

Karen Barker (Past-President)

6:45 Time for congregants to address the Board

- No friends or members joined the board tonight.

7:00 Light chalice and opening words

7:05 Check-in: Any big news? How are you?

7:10 Review/approve the January 8 minutes

- Minutes from January board meeting were unanimously approved.

7:12 Any concerns with Committee/Team Reports?

7:15 Report from the Treasurer: finances, P&L, Balance Sheet

- Board reviewed end of December financial positions and statement of receipts and expenses.
- We are planning to transfer the M&T cash account to TD Bank. We have opened the account at TD Bank. Glen, Carol, and Bev need to coordinate a visit to the TD Bank branch within the next week to add Carol (President) and Karen (Past President) as signers on the account.
- We have been saving funds that can go toward capital expenditures.
- At the March 8th lay leader meeting: Finance should discuss the need for all budget requests, if they haven't already submitted.
- Mallard has been authorized to move the endowment fund to the general fund, per approval of endowment grants at the January congregational meeting.

7:30 **Old Business**

- Finance Committee - email all pledgers to confirm their receipt of pledge statements.
 - o We still need to do this.
- Carol to work w/Membership on lapsed pledgers/removing members.

- Carol talked with Dianna Guinnup about reviewing the membership list. Glen stated that Dianna received a list of paid pledges to the membership committee. Merry will ask the committee to focus on updating the membership list and send the update to the board before by April 8th board meeting.
- Glen/bookkeeper to send Carol a report of open pledges from 6/30/19.
 - The bookkeeper sent this report to Dianna. This is the list that membership should be working from.
- Tara – IT task force
 - Tech Task Force recommended moving ahead with the VOIP phone contract (2 years) with TechImpact. Carol will plan to sign this agreement this week.
 - Consider the Managed IT Support Option, but clarify if there are other options in terms of payment by call vs. a yearly contract with monthly fee. Tara will email TechImpact to ask these clarifying questions.
- Glen – UUFN credit card
 - We have a credit card. Thanks, Glen! The current card has Glen’s name on it. Glen will request additional cards for: Office Administrator (Leidy), RE Coordinator (Andrea), and our Minister (Rev. Don Garrett).
 - Glen created a draft credit card policy for our review. Board reviewed the policy and agreed that only UUFN staff and the board treasurer should have credit cards. The board amended the policy and unanimously approved the policy.
- Glen – fiscal control policy
 - Board reviewed the updated Fiscal Control Policy and it was unanimously approved.
- Anne/Carol follow-up – Property Committee, Ceiling (Capital) Task Force
 - Three people volunteered for the ceiling task force. Carol will convene the task force on an upcoming Wednesday (while Rev. Garrett is here).
- Lay Leader Council meeting
 - Next meeting is March 8th, 2020.
 - We will encourage interaction among committees and teams.
- Carol/Bev – SRST transition – Bev and Carol met with personnel and discussed SRST transitions.

8:20 **New Business**

- Chief of Staff duties:
 - Zoom account will be set up. Glen will mention this resource at the March Lay Leader Council meeting.
- Any important committee/team issues?
- Glen: Board needs to approve the allocation of the minister’s housing allowance.
 - Board agreed to allocate 100% of Minister’s salary as housing allowance. This was approved unanimously.
- Anne: Role of the Program Coordinator
 - Anne will talk to Rachael and will discuss getting feedback at the March 8th meeting.

8:40pm – Extinguish chalice, adjourn meeting

Next Board Meeting: March 11, 2020

2019/2020 Board Goals: as defined in the Long Range Plan (2019 Report).

2019/2020 Important Dates for the Board: Board Meetings every 2nd Wednesday at 6:45pm,
March 8 Lay Leader Council, Sun. May 17 Spring Congregational Meeting

Opening Words: February (Don), March (Carol), April (Anne), May (Tara), June (Karen)