

# UUC Board of Directors

## Approved Minutes

**Meeting Date:** March 15, 2006      **Secretary:** Pat St Clair

**Attendees:** Barbara Brandt, Pegotty Cooper, Eliseo Santana, Jr., Millie Rochester, Abhi Janamanchi, Pat St. Clair, Mary Thornton, Kathleen Krohn, Bill Norsworthy, Charlene Carnes, Ken Suggs, John Chase, Barbara Buckland

**Absent:** Jimmy Grefenstette; Catherine Conover.

**Call to Order:** By Bill Norsworthy 6:35 p.m.      **Meeting Adjourned:** 9:35 p.m.

### Lighting of the Chalice

**Opening Words** by Millie Rochester

**Reading of the Board Covenant** led by Bill Norsworthy

### Check In

## Agenda

Re: Agenda. Bill added an item to the agenda to change the date of the Annual Meeting and moved the LRP Governance issue to the end of the agenda with the Board meeting in Executive Session for that discussion.

### OLD BUSINESS

#### **Action: Review and approval of previous Board Meeting Minutes**

February 15, 2006 meeting minutes. Abhi corrected the spelling of Charlie Clements.

**Action:** Motion made by Barbara Brandt to approve the minutes. Approved unanimously.

#### **Review and Action: Waldorf Status**

Barbara Buckland presented the latest status of the Waldorf rental. They would like to lease only the manse for the next year, 7/1/06 – 6/30/07. Bill estimated that rental income for the year would probably be around \$10,000. Other alternatives for renting the manse have been looked at by the ad hoc committee of Bill, Charlene and Barbara Buckland.

Kathy asked if UUC should look at the possibility of a state-funded pre-K school.

Discussion was held on the issue of the Board's position if another renter came along with a better offer. Barbara Buckland needs direction from the Board to continue negotiating on a good faith basis with Waldorf.

**Action:** Motion by Kathy Krohn: It is the intent of the Board to support the Waldorf lease of the manse for one year beginning July 1, 2006. This issue of the lease is to be resolved no later than June 1, 2006. Approved unanimously.

**Review: Interweave Convo**

Ken Suggs reported that the Convo made a \$1900 profit. He credited Kris Temple with cutting corners on the expenses and initiating the selling of tee shirts; Also, the speaker, Meg Riley, decided not to come, saving those expenses.

**Review: Stewardship Program**

Bill Norsworthy reported that the leadership event and the dinner went well. He sent a letter of thanks and flowers to B'nai Israel, site of the dinner.

So far, 123 pledges have been returned and we have reached \$190,000, 59% of our goal. At this rate, he estimates we may end up with \$270,000. He asked the Board to consider a 'second appeal' to see if we can bring the pledge revenue for next year closer to the goal of \$315,000. Bill suggested a matching gift program, if we can find one or more members who would be willing to put up the funds for members to match. **The Board, by consensus, agreed with both the second appeal campaign and a matching gift program.**

Bill reminded us of the post-campaign picnic at the Stapletons on April 1st.

**Action: Change of Date for Annual Meeting**

Bill Norsworthy relayed that our previously chosen date of May 14 is Mothers' Day and suggests moving the date.

**Motion:** Eliseo Santana moved that the Annual Meeting be held on May 21, 2006. Approved unanimously.

**NEW BUSINESS**

**Reports:**

**Minister's Report (Distributed)**

- **Worship** – Attendance has been higher than usual: 265 people on 2/12 and over 250 on 2/19 & 2/26. He provided worship at the Social Justice Workshop on 2/11 and organized worship on Friday night, 2/24, for Interweave
- **Adult RE** – Building Your Own Theology concludes on March 9. The class discussed human nature, nature of God, and Death & Suffering.
- **Pastoral Care** – **Ruth Crittenden** continues to recover at the Morton Plant rehab and is expected to be there for a couple more weeks. **Trish Dempsey** is scheduled to have back

surgery next week. **Rene Dralnick** is planning to move to Arizona to be closer to her daughter. **Andrea Pisanello's** 26-yr-old nephew died of a heart attack. Please keep them in your thoughts and prayers.

- **Music** – Abhi met with Frank Wells and outlined some of the concerns that were expressed at the last Board meeting. He agreed to engage the music committee and the chorale to review the issue of the chorale singing only twice a month. Abhi also asked him to furnish a written report to the Board and to attend the next Religious Services Committee meeting.
- **In the wider community**, Abhi facilitated a conversation on “**Race Relations**” at Eckerd College. He helped organize the **Darfur Forum** on 2/16 which was well attended (200 people). UUC received very good press coverage of this event. He also participated in the **Kathy Fountain Show** to discuss the impact of the Muhammed cartoons.

He is contributing two short essays on ‘good and evil’ and ‘the sacred’ for the **UUA Pamphlet Project**.

He is spending a lot of his spare time preparing for the **IARF Congress** in Taiwan. He is in charge of worship services and young adult programming at the Congress. He leaves for Taiwan March 22 and returns March 31.

In addition to Abhi’s distributed written report, he added the following items.

He and Paul Langrock will lead the next UU101 class, from 4/6 thru the end of April.

He may go to India in June, and if so, he will not attend GA.

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**Treasurer’s Report (Distributed)**

Ken Suggs presented the Treasurer’s report for the nine months ended 2/28/06.

**Balance Sheet Observations**

Checking Account Balance:

1/31/06	\$56,191
2/28/06	\$43,391

Investments:

1/31/06	\$77,882
2/28/06	\$77,810

Total Checking and Investments

1/31/06	\$134,073
2/28/06	\$121,201

**Income and Expense Observations**

**Income:**

<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
\$257,784	\$258,224	-\$440

Income from pledges for the period ending 2/28/06 is \$11,219 under budget. Should this trend continue, by May31 we will be under budget by \$10,000-\$15-000 for pledge income.

Income from oil and gas leases was \$3900, art sales \$1400. Interest income was \$2,830 over budget. Ways and Means \$125.4 over budget. This reduced our year to date under budget to -\$440.

**Expenses:**

<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
\$292,831	\$307,427	-\$14,596

Expenses continue to be managed well and are all under budget with the exception of office salaries.

**NET ORDINARY INCOME**

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER BUDGET</u>
	\$35,047	\$49,202	\$14,155
Other Expenses	9,950	24,950	-15,000
Net Other	-9,950	-9,950	0
<b>Net Income</b>	<b>-\$44,997</b>	<b>-\$59,152</b>	<b>\$14,155</b>

Our income deficit of \$44,997 is \$14,155 less than projected for this period ending 2/28/06. We have projected a \$61,000 deficit for the year ending 5/31/06.

Ken added that the policy for this fiscal year will be that bills received after 5/31/06 will be charged to the next fiscal year's budget.

**Assistant Minister's Report**

Millie Rochester presented her report (distributed) as follows:

- **RE activities and events** - The highlight of the past month was the intergenerational Mystery Friends celebration, when children and adults who had been corresponding met each other. Lalitha's Indian cooking made the RE lunch that day hugely popular, and added to the festivities. Millie expects another two RE lunches will complete payment of the playground debt.

Although most classes are going well, original plans have occasionally needed to be changed lately to compensate for teacher shortages and the need for classroom assistants. In the coming weeks, middle school and high school youth groups will be going on field trips. Either the adults who have been leading the groups or additional adults will be involved.

Attendance records are attached, reflecting about two-thirds of registration.

Adult RE activities in the past few weeks include, in addition to on-going groups

- a workshop on non-violent communication led by Ray Williamson
  - Building Your Own Theology, co-led by Abhi and Millie
  - Friday morning “Books with a Twist,” which Millie leads
  - Legacy Series interviews by Abhi and Millie
- **Administrative-related** - In preparation for advertising the RE Assistant position, Millie reviewed and revised the job description and prepared a flyer for advertising the job. By the time of the Board meeting, she will have interviewed at least one candidate. Since we will need additional furniture after Waldorf leaves, she evaluated what has been made available through the Bernsdorf family and through Waldorf.
  - **Denominationally** - She continues to serve on the Meadville Lombard Theological School Fahs Center Revisioning task force, in addition to maintaining the usual connections.
  - **Outreach to the community** - Met with a non-member family to plan and officiated at a baby’s Baptism, and attended the Interfaith Conference on Darfur
  - **Pastoral issues** - Situations come up regularly. I meet with many people as needed, and consult frequently with Abhi.
  - **Upcoming** in the next several weeks  
Millie preaches March 26<sup>th</sup> and April 30<sup>th</sup>.  
8-week discussion group series *Healthy Children, Healthy Planet* begins April 2  
Teacher sign-ups begin April 23, along with pre-registration.

In addition to her written report, Millie reported that through the last RE luncheon on 3/19, the playground debt is down to \$954. RE still needs some teacher assistants; no preparation is needed for this job. She will facilitate a workshop scheduled for May 27, planned by the UUA, called a Conversation on Youth. She reminded us that the Board needs to nominate a UUC member to the Committee on Ministry. She has interviewed a candidate for the RE Assistant position and will be interviewing another. The Sunday attendance in RE averages 37 – 40 plus, out of 55 registered. Abhi added that this is up from an average of 25 – 30 last year.

### **Business Administrator’s Report (Distributed)**

**B**arbara presented her report as follows:

#### **Finance**

She has been providing input and support to the annual budgeting process as well as participating as necessary or requested in stewardship. She attended Finance Committee Meeting on 2/8/06 during this reporting period. She met regularly with the Administrative Assistant to review daily financial tasks and issues and to monitor the financial timelines and deadlines applicable to the daily business of the congregation as well as variances in the budget. We have continued billing monthly for pledges at the

suggestion of the Stewardship Consultant. She has provided preliminary information to Charles Cook and Dick Rolfe for the annual internal audit. She drafted and sent the Foundation Report to date. A meeting of the "Waldorf Gap Task Force" will happen on Monday 3-13 (after this writing) to discuss options to bridge the gap in Waldorf funding.

Budget variances in my areas of direct responsibility are as follows:

Rental Income: Rental income is \$102.00 over projections in our February financials. Year to date we are \$718.00 or 102.9% over projection.

Office: The office salary line is over by \$185.00 or 119.5% this month due to a heavy workload and demands on the Administrative Assistant's time. The overall office budget ended February at 119.5% of budget primarily due to the salary line. **Please note: Barbara predicts that it will be necessary to continue at about this level of time allowed for the Administrative Assistant to complete what she is now expected to accomplish. 20 hours is proving to be close, but not enough to accommodate any of the extra demands that arise. Please see the Executive Summary on this matter.** The postage line is over by \$150.00 at 160% and reflects some extra mailing done for stewardship. Year to date we are at 111.7%

Business Administrator: There was a budgeting shortfall in the estimated cost of moving from Cobra to United Healthcare. Payments to Cobra were \$327.81 and payments to United Health Care are \$714.04. We budgeted \$525.00. That leaves a monthly shortfall of \$189.04 for health insurance coverage. This shortfall will continue each month. Despite the shortfall, the insurance line appears at 0% for this month due to an erroneous prepayment of the premium. The Payroll Taxes line appears as 0% due to an error by our Payroll Company. They will rectify this when they withhold double taxes next paycheck to make up for it. The Business Administrator's Expenses are at 79.4% of budget for February and on track at 99.1% year to date.

Building and Grounds: The salary line is back on track for the month and also for the year. The Building and Supplies/Service line is over by \$1,614.44 or 255% of budget due to the costs of refinishing both the Social Hall floor and the Octagon floor. Year to date, Buildings and Grounds is on track at 97.5% of budget.

Occupancy Expenses: Electricity for February was under budget by \$668.80 or 45.1% and is currently at 87.7% year to date. Water and sewer are over by \$92.73 or 113.6% for Feb and 125.4% year to date because of the rate hike. Occupancy costs for year to date still continuing to be well predicted at 97.8%.

### **Office**

Another reminder that all staff can now be contacted by e-mail by typing in their first name, followed by the last initial and then @uuclearwater.org. Example: [barbb@uuclearwater.org](mailto:barbb@uuclearwater.org). Please use these addresses for all church related business. As usual, she oversaw the volunteer production of the Octagram, weekly e-mail, special e-mails to the congregation, and orders of service. Problem solving, calendaring and scheduling also took place.

We are in need of a person who could dedicate some time to publicity. She is working with one of the current volunteers to do all of the routine publicity. Please be on the look out for this particular talent in our community. We are also actively recruiting experienced office assistance.

### **Property**

Property continues address a revolving list of concerns. During the recent heavy rain, the Octagon experienced significant leaks. John is looking into repairing the roof damage that leads to these leaks. His first estimate for this is around \$6000. We also will need to backfill the empty oil tank at a cost of approximately \$400. Aluminum plates on the exterior doors damaged by the sprinklers are needed. The current doors are a security and a pest control issue. The plates will cost about \$700. John recommends a

lightening rod for about \$150. Pruning the live Oaks is a major upcoming cost of about \$5000 and must be done professionally.

The Waldorf School has reached agreement on their new property and has identified early March to close. They report that they have passed all major hurdles. The school has requested that they be allowed to rent the Manse to accommodate their Kindergarten and pre-school enrollment. This leaves the Social Hall completely free for UUC children. As a back up contingency, Barbara has had continued conversations with other entities that might be interested in tenancy if Waldorf had not been interested in renting any space at all. They have provided us with an inventory of what they are taking with them and we will have a gap to close because we have been sharing equipment and furniture. We are currently negotiating towards obtaining some of the inventory that they bought with their building purchase and it is likely that this will serve our RE needs very nicely as well as reduce the cost of furnishing the RE spaces next year. She is very pleased for the school as well as for UUC. While the details are still being worked out, this agreement/collaboration has been negotiated as a win-win for us both. Waldorf representatives have interacted with a spirit of fairness, common sense and grace and are to be commended for doing so during a very challenging time for their school. Barbara hopes that UUC members will go out of their way to make a point of communicating to the children, teachers, board and administration of the school how pleased we are to be able to continue our relationship and our growth together.

John has been experimenting with options for addressing the problem of cars turning around in our parking lot and on the turf at a high rate of speed. Last month we had damage to the turf when vandals tore it up. All materials have been purchased for the "cop box" and construction will start soon. The Safety group met on Monday 3-13 to review the fire department recommendations and other issues identified by the custodian and Barbara.

### **Personnel**

Regular work involving personnel included supervising the 1/2 time Administrative Assistant, the FT Custodian, the Volunteer Coordinator and a team of office volunteers. The Personnel Committee has not met for the second month in a row. Attention of stewardship has understandably taxed volunteer time. She is hoping that they will meet immediately following the stewardship initiative so that they may tackle our Personnel Policies with an intention of reviewing and updating them as necessary. They will also need to be reviewing the guidelines that Pegotty has provided as a possible template for us to use.

### **Other**

She attended a second workshop sponsored by the Pinellas Arts Council on Identifying Your Audience (Octagon Arts Center) and then marketing to it. I Am Me: Colors of Diversity and Culture was hung for the Interweave Convo by exhibit coordinator Kathy Iwanowski. It is the second hanging in a series planned for this coming year to coincide with major events happening at UUC.

**In addition, Barbara presented the Report to Foundation and Board 2004-2005 Foundation Grant to UUC that was mailed to Harold Winner, President of the Foundation on Feb. 13, 2006.**

This is to provide the UUC Board of Directors and the Unitarian Universalists of Clearwater Church Foundation with a status report on the grant for 2004-2005. For reference purposes, attached please find the original proposal by President Terry Stapleton which outlines the justifications for the grant request of \$15,000.00 specifically for office systems and technology and \$1500.00 for the Maxwell Library.

- The furnishings and blinds in the Maxwell Library have been purchased within the budget allocated.
- A comprehensive assessment was compiled to identify what new equipment would be necessary and what software would be purchased. The process included concerns identified in the original recommendations by the IT Committee, staff input and volunteer recommendations. An assessment for the best reuse of existing equipment was also conducted. A total of five new systems have been installed in the following workstations: Volunteer desk, Business Administrator, Administrative Assistant, and Server. Stations that have been installed for reuse are now in the Custodians office, Lobby, Assistant Minister's Office and the Front Office Desk. The new computers provide us with updated security, backup systems, increased efficiency and compliant licensing.
- Abhi's workstation is upgraded and complete with a laser printer.
- The phone system upgrade went hand in hand with the computer upgrades and will continue for some time. Most of the labor was donated by Mark Buckley and Bill Newton.
- The front office has a whole new look and layout that presents a more pleasant, professional impression to our first time visitors and members. It also provides a more comfortable efficient work area for our volunteer office workers and members who may wish to work on a project in the office.
- The stained carpet in the Assistant Ministers office has been replaced.
- All of the previous software not licensed to UUC has been replaced with software that is licensed and compliant.

**DETAIL OF EXPENDITURES**

Original Grant Amount was **\$16,500.00**

**Expended to date:**

Shutters Plus	\$518.00	Library
Furniture by Design	690.00	Library
American Computer	2230.65	Offices
American Computer	1438.64	Offices
American Computer	792.01	Offices
Dell	1504.42	Abhi's workstation
Consistent Computer Bargains	2170.00	Offices (M. Office, X-P Pro, Trend Micro for 10 Operators)
Consistent Computer Bargains	123.95	Word Perfect
Visa: Uni-Uniques	46.00	Front Office
Visa:	564.98	Color Laser Printer, Abhi
Neff Sign	142.50	Signage
Glass Service Inc	136.00	Office
Glass Service Inc	46.00	Office
Peggy Long, framing	45.00	Office
Office Depot	200.00	Fax Machine
Refurbished Office Concepts	1549.00	Office
Outstanding receipts	<u>230.00</u>	Scanner

**Total Expended to Date 12,427.15**

**Still Pending:**

- We have an appointment on Feb. 9 to view an example of a web-based software in operation that is designed specifically to manage church membership functions?
- We have two pending functions to complete: upgrading the copier/printer to accommodate current software (approximately \$800.00) and Quick Books Networking (approximately \$1500.00). Total for the two pending functions would be \$2300.00, leaving a balance of \$1,772.85. This balance will be spent to complete any software or equipment purchases necessary to finish equipping the office.

**Please note that we have solicited in-kind support and enhancement for the Foundation grant from a variety of sources and volunteers in order to maximize the benefits of the funding. We sincerely hope that the Foundation will notice and appreciate our efforts to enhance their generosity,** Examples of in-kind support include donation of upgrades to our wiring, adjustments to the phone system, preparation of walls for painting, professional painting and texturing of office workspace walls and hallway doors. The labor alone represents a very substantial gift.

Barbara noted that the Quick Books Networking mentioned above under Still Pending has been done.

Barbara also distributed an **Executive Summary of Administrative Assistant's Variance.** This noted that the Administrative Assistant has been running over budget about an hour a day, four days a week. Various reasons for this were listed. The Board asked the Personnel Committee to look at this issue with Barbara and report back to the Board. It was pointed out by several Board members that an employee working 24 hours per week is entitled to benefits.

**President's Report.**

Bill Norsworthy presented his "goal" report (distributed) as follows:

- **Improve process of integrating new members into the congregation.** Photo directory in process, final days of sittings in January.
- **Implement new organization structure with employees reporting to Abhi.**
  - a. **Establish Personnel Policies for paid staff.** Redefining role of the committee.
  - b. **Establish goals for senior staff.** Millie's goals are now established for the year.
  - c. **Complete a formal orientation and training plan for Assistant Minister.** Millie is proceeding with her plan.
- **Improve communications including print and website.** Work is proceeding on website content. . .Link set up for Buddhist Fellowship. Nancy Warner is doing a great job with the Octagram.

- **Increase Membership to 325 by end of FY 2006.** Now at 324.
- **Complete parking lot improvements.** Work is complete.
- **Maintain and improve quality of current program offerings.**
  - a. **Enhance the Sunday Service experience.** Changing announcements approach as of November 20, 2005. Announcement board implemented.
  - b. **All program committees and groups.** Bill Norsworthy is working with Barbara Buckland on publicity support.
  - c. **Leadership development.** Class is complete for the 2005 year.
- **Prepare for second service to begin September, 2006.** Implementation plan has been developed. Parents meeting held on Feb 5.
- **Initiate a Planned Giving Program.** A mailing will be sent after stewardship campaign.
- **Decide on Long Range Facilities plan.** The Board has directed Long Range Planning Committee to develop a plan for refurbishing our current facilities.
- **Evaluate governance structure and recommend ways to improve effectiveness. LRP recommendations to be reviewed at the March meeting.**

**The Board met in Executive Session to discuss the plan distributed by Pegotty Cooper, on behalf of the Long Range Planning Committee to form a different structure to supervise the senior staff.**

**Action:** Motion by Pegotty Cooper to set up an experimental model to form an Administrative Committee made up of a Board member and a Board appointed member of the congregation to provide administrative supervision of the senior staff.

Approved unanimously.

The Board hopes to appoint someone by the next Board meeting.

The Long Range Planning Committee recommendation is:

**Recommendation:**

To develop an Administrative oversight entity for the purpose of overseeing the establishment of goals and evaluation of performance of the senior staff people (those UUC employees who are not the called or appointed ministers). This entity would work in consultation with the senior minister to handle the following management duties and to serve as a link between the board and the staff:

1. Establish goals in conjunction with Board goal setting
2. Evaluate staff performance on a periodic basis
3. Represent employees' interests on matters of professional growth, support and advocacy.
4. Resolve issues and grievances.

**Why?**

The Senior Minister is responsible for 4 major ministries here at the UUC:

Preaching and worship, Pastoral, Educational, and Public Witness.

The role of executive administration, i.e. managing senior staff, adds another area of responsibility that becomes unmanageable when added to the other four areas.

**How would this work?**

There are two different options under consideration:

1. Administrative Committee made up of the President of UUC and another UUC member appointed by the board.
2. A position of Vice President Administration which would be the interface with the Senior Staff (at this time the Business Administrator and the Music Director).

**Does this require a bylaw change?** Initially we would develop this prototype and evaluate the results and the effectiveness after a 6 – 9 month period. At that time, once some tweaking and fine tuning has taken place and the parameters of the position have been better defined, we could look at the bylaws and recommend appropriate changes to the congregation at the Annual Meeting the following year. The position would be appointed after the initial trial for 2 or 3 years, in order to provide

**The following language was distributed to the Board the day after the meeting, reflecting changes suggested by the Board.**

**Approved:**

To appoint an Administrative Committee made up of a member of the Board of Trustees of UUC and another UUC member appointed by the board. This Committee would provide Administrative oversight for the senior staff and would serve as a link between the board and the staff for the purpose of overseeing the establishment of goals and conducting the evaluation of performance of the senior staff members (those senior UUC employees who are not the called or appointed ministers). This committee would work in consultation with the Board and the senior minister to handle the following management duties to:

1. Establish goals in conjunction with Board goal setting
2. Evaluate staff performance on a periodic basis
3. Work with employees on matters of professional growth and training support in the context of goal achievement.
4. Resolve issues and grievances consistent with established board/personnel policies.
5. Within the salary guidelines of the Personnel Committee and the staff expense budgeting established by the Finance Committee, this committee will establish the annual merit increases and salary amounts.

**Open Items:**

Status of Board member Catherine Conover. Barbara Brandt pointed out that she has missed four meetings out of the last six and under the By-Laws is automatically dropped from the Board. Bill will talk to her and report back next month.