

## **UCCGT Board of Trustees Minutes**

**May 14, 2018**

President Karl Love convened the meeting at 5:39 PM. Board Members; Karl Love, Tom Darnton, Mike McDonald, Don Pyne, Kay Sturgeon, and Linda Fletcher were present. Laura Matchett and Chava Bahle were absent.

Guests present were, Karl Keinath, Price Watts, Nancy Doughty, Maura Brennan, and Barb Termaat.

The Agenda was approved with the following changes: Item 2C was deleted as Sara Montgomery-Richards was in India, and moved to item 7 for discussion. The Attendance report was removed from the Consent Agenda and made Item 8. The Policy report was removed from the consent agenda and discussed in detail as Item 6. Motion by Tom, 2<sup>nd</sup> by Kay.

Mike McDonald reviewed the to do list.

The procedure for establishing one or two Christmas Eve services was discussed. At this point discussions are being held between Chava and the Sunday Services Committee.

An explanation of the factors that led to the 2018-2019 proposed budget was given by Mike. A motion was made by Mike 2<sup>nd</sup> by Linda to present the budget at the Annual Meeting for approval. The motion was passed.

A discussion of proposals by the Policy Committee was held.

A motion to accept the Recommendations for changes to the by-laws of the Endowment Fund and to present it at the annual meeting was made by Mike, 2<sup>nd</sup> by Kay with the following change, Distribution of Income item B. add, “The recommendation of the Endowment Committee for the distribution of funds must be presented to the Board for their approval prior to disbursement.” Motion passed. A 2<sup>nd</sup> motion to accept the new Endowment Committee Policy as prepared by the Policy committee was made by Mike, 2<sup>nd</sup> by Karl contingent on the approval of the change of the by-laws at the annual meeting. The motion passed. Members of the Endowment Committee agreed to present these changes at the annual meeting and at the pre-annual meeting 9:00 AM Sunday May 20, 2018.

A motion: That the recommendations of the Policy and Social Justice Committees to revise the policies and procedures of the Social Justice Committee be approved was made by Tom, 2<sup>nd</sup> by Mike. The motion passed.

A motion: That the Policy Regarding Lay performance of Wedding Ceremony as prepared by the Policy Committee be approved was made by Mike, 2<sup>nd</sup> by Kay. Motion passed.

A motion: This board recommends to the next that (1) the work of restructuring the existing Manual on Board, staff and Committees into separate manuals, one for the board and committees and a second for personnel should be continued, (2) the format for the revised manual for board and committees should distinguish between policy and procedure, with only policies requiring board approval (3) that the development and

maintenance of the personnel manual will fall to the Staff Resources Committee and (4) that there be discussion at the August 2018 board meeting on a recommendation the policy committee will submit at that time for a process to complete these revisions during the 2018-19 program year. Motion made by Tom, 2<sup>nd</sup> by Mike. Motion passed.

A Motion by Linda, 2<sup>nd</sup> by Don: The Board directs the Staff Resources Committee to manage and direct with Sarah the evolution of a revised job description reflecting the reduction of hours caused by the 2018-19 budget. What are priorities and what should be eliminated should be directed by the board. Motion passed.

The average weekly attendance report was discussed. February, March, and April average attendance were all less than 100. This shows a steady decline for these months since 2015 when the average of these months was 177. This is a serious decline and is tied to our current budget problems. This is a trend that must be addressed by the incoming board.

The next board meeting was rescheduled from June 18<sup>th</sup> to June 11<sup>th</sup>. Mike McDonald will be in Canada to attend a grand child's graduation on the 18<sup>th</sup> and this is a joint meeting with the current and new boards. Since Mike is the incoming Board President he did not want to be absent.

Don Pyne will do opening words at the June meeting.

The meeting was adjourned at 7:29 PM

.Respectfully submitted,

***Donald Pyne, Secretary***