**Glacier Unitarian Universalist Fellowship**

**Board of Trustee Meeting Minutes**

**Sunday, November 2, 2014 8-9:45 a.m.**

**Members Present:** Sandy Anderson, Cameron Blake, Bruce Haller, Chris Holdhusen, Heidi Pfosch,

Not Attending: Karin Hilding, Brian Rappleye.Don Spivey, Roger Sullivan

Other Attendees: Rev. Mary Wellemeyer, Cathy Cooney, Kathy Neff

Bruce did the welcome and call to order.

Mary lit the chalice.

Minutes were unanimously approved.

**Minister's Report:**

Rev. Mary Wellemeyer reviewed her minister's report. (See attachment.) A discussion ensued about increasing visibility in the Flathead Valley. There needs to be a balance between internal focus and external focus. There is a lack of ownership among many individuals who attend. Most people who would have UU beliefs don't feel the need to belong to a UU community.

**Administrator's Report:** The report was deferred since Paige was not able to attend the meeting.

**Treasurer's report:** We are below where we were last year in terms of received pledges. There was a loss of $1,000 from the 50th Anniversary celebration, which means a $2,000 deficit in the budget since we had budgeted a surplus of $1,000.

The annual auction event has been scheduled on a date that falls on President's Day weekend, which might be a problem. It's also on Valentine's Day as a replacement for the Standing on the Side of Love Dinner. The board decided to talk to Julie and the Fellowship Council about moving the date. Chris Holdhusen volunteered to call Julie.

Note: Chris reports that Julie is not involved in the planning for this event. The Board needs to clarify who is leading the planning, implementation for this fundraiser.

GUUF is receiving some additional income from Tami's yoga class.

We need to move money from savings into our checking account, but there is a limited amount of money in our savings account. We are anticipating an influx of pledges before the year-end.

We did receive a $100 pledge recently. It's nice to see new pledges still coming in. Cathy requested that she be informed of new pledges so she can write a thank-you card.

Cameron proposed a solution to the cash card problem. We will set up a separate checking account so our administrator can write checks for regular expenses. Tracking will be easier in terms of expenses. The cost for a checking account is less costly than cash cards and it's easier to transfer money from our primary checking account. Most of our petty cash expenses are spent on office supplies and paper goods, which used to be donated often by church members. The consensus of the board was to completely eliminate the use of cash cards and limit the administrative assistant's purchases to locations where she can use a check. Board approved the opening of a checking account. The signers on the account will be Paige Rappleye, Roger Sullivan, Bruce Haller, Cameron Blake (M-Blake, 2nd-Holdhusen).

The Board approved a motion to change the signers on the main checking account to include Cameron Blake, Roger Bruce and Heidi Pfosch. (M-Bruce, 2nd-Holdhusen).

The Board approved a motion to receive and file the financial reports. (M-Anderson, 2nd-Pfosch). See attachments.

**Discussion Items:**

**Board member Attendance-**The Board discussed the importance of having board members attending meetings regularly. Currently, Karin Hilding is not attending regularly, which is a problem for meeting the quorum. The Board discussed asking Karin whether she would like to resign and recruit new board members. Chris Holdhusen will call her.

Board members need to inform the Board Chair in advance if they cannot attend a meeting.

The Board approved Heidi Pfosch as the new Board Secretary (M-Blake, 2nd-Holdhusen). One of the most time-consuming tasks of the Secretary is to track current GUUF members for reporting to the UUA. Paige is now working on a process to track current GUUF members as part of her job responsibilities, which will lighten the workload of the Board Secretary.

The Board will recruit 2-3 more board members.

Committee leadership change: Bruce Haller is now the Chair of the Building Committee and Chris Holdhusen is the Vice-Chair.

**Old Business:**

Interim Ministry Evaluation

Mary reviewed the Minister's report (see attachment).

YUURT Drive Status

The used yurt that was available has been sold. All other yurts cost approximately $8,000. Kathy Neff encouraged the Board to wait until the Spring to initiate the purchase of a yurt since she has not been seeing high school members attend recently.

Policy Manual Update Status Report

Don is working on the updates for the policy manual. Some Committee descriptions have been completed. In a related discussion on the bylaws, Cameron encouraged the Board to not get too specific in the bylaws. Rev. Wellemeyer suggested revised the Statement of Purpose.

Piano Agreement

Chris Holdhusen is satisfied with the piano agreement presented by the Board. We will not move the piano until we have purchased the insurance, the truck stand and cover. The truck stand for the piano costs $600. Moving will cost $240. The cover is approximately $100. Total Costs=$940, plus annual insurance, tuning costs.

If the donor to the music fund approves the variance in the use of the money for the above expenses, the piano can be moved soon. Kathy Neff will talk to the donor today. The Board approved a motion to move the piano if the donor approves the variance in the use of the music fund, the truck and cover are purchased and the current insurance policy will cover the new piano, with the stipulation that next year's budget include cost of insurance. Any remaining expenses will come out of the Program Committee's budget. (M-Anderson, 2nd-Pfosch). We need to budget the costs of moving the piano back to the Neff-Holdhusen residence in three years.

We will keep the old piano for now and attempt to sell it later, if the owner approaches. She is now in a nursing home and has no further interest in the piano.

Website Status

This item was postponed until the December meeting. The current site is not updated. Brian and Kathy Lai will be doing a new website on Wordpress, but the Board has not received an update on the timeline. Brian will be asked to give an update at the next meeting since this is a critical area in our outreach efforts.

Money Handling Primer

This item was postponed until the December meeting since Paige was not able to attend this meeting.

**New Business:**

Periodic review of Administrator

Rev. Wellemeyer reviewed the main components of the review. She helped Paige re-work her job description to more accurately reflect what the job entails.

Legacy Society

The Committee organized a dinner for next Saturday night for a small group of GUUF leaders to get feedback about the new Legacy Society. After the dinner, the Committee will send out invitations to join the Legacy Society to a broader group. This is a long-term strategy. We don't have a monetary goal. The Stewardship Committee wants to create a culture where members consider a legacy gift as part of their overall commitment to the Fellowship.

Plan for 12/7/14 Congregational Town Hall Meeting

The focus of the meeting will be somewhat different than originally planned since now there is a possibility that Rev. Wellemeyer could serve for an additional year as an interim minister. The Fellowship Council would like to help plan the meeting. Rev. Wellemeyer suggested that the planning for the Town Hall take place at the Nov. 20 meeting of Fellowship Council if a few board members can attend.

The meeting was adjourned at 9:55 a.m.

**Action Items:**

* Mary will ask Paige to send out her Administrator's report since she was not able to attend today's meeting.
* Cameron Blake will open a second checking account to allow the administrator to purchase supplies for the Fellowship.
* Chris Holdhusen will ask Karin if she would like to resign from the Board.
* Kathy Neff will talk to the Music Fund donor about approving a variance for the purpose of the fund.
* Brian will be asked to do an update at the next board meeting about the website.
* Cameron Blake will send Cathy Cooney the name of the new pledging member and send her info about new pledgers so the Stewardship Committee can follow-up with thank you cards.
* Cameron will check on insurance for the piano and update the signors for our bank accounts.

**Attachments:**

* Minister's Report
* Treasurer's Reports
  + Profit & Loss Budget vs. Actual
  + Balance Sheet October 29, 2014
  + Additional Financial Information