

MUUC Board of Trustees Meeting
10 August 2009

Present: Sheila Devlin, Jim Jackson, Kathy Klos, Alison Loftin, Cherokee Helms Gleason
Guests: Shaun Devlin, Nancy Irish, Melissa Middleton, Sarah Redmond, Amy Fletemier

Nancy Irish report: Discussed proposal from David Dynes regarding **forums on the MUUC website**. Board agrees forums on the website have the potential for facilitating community communication and approved setting up forums on the website once two moderators self-select.

The Board did not concur that the forums should be used to centralize communication among the members of committees or other groups unless that committee or group specifically chooses that form of communication and supplied moderators for the forum (or sub-forum).

The Board discussed whether forums should be limited to MUUC members and friends (for example those who receive the UU Chronicle) or open to anyone who goes through the registration process. Since part of the purpose of the website is to allow others outside the community to get to know us better, the Board agreed to allow the general forum to be open to all who register. Should committee or other closed group forums be set up, these will be closed to their members and need their own moderator(s).

Jim Jackson reported that in anticipation of the Board's final approval of setting up forums on the website he tested two sample forums to make sure they would work within our provider's structure. One of the forums tested is the one recommended in the proposal (phpBB), and everything looks copacetic.

Nancy Irish will ask David Dynes to be one moderator and for him to find at least one other person to act as moderator. Moderators can come to Nancy Irish with any borderline questions about appropriateness regarding any topic.

Nancy has been asked whether MUUC is interested in co-sponsoring Pakistani UN Goodwill Ambassador Salman Ahmad presentation and performing arts workshop (October 1). The Board decided that if sponsoring required a monetary contribution we were not in the position to do that, but that if a monetary contribution was not required, we'd be happy to review the possibility once we got additional information about the workshop.

Secretary's Report: Prior meeting minutes approved by email. Passed out proposed Secretary Goals & Webmaster Goals for future reading and discussion. Noted receipt of Fund Trustees Meeting minutes.

Financial Report: Shaun has continued to revise the June 2009 financials. The carryforward from 2008-9 to the current fiscal year is approximately \$6,000. The budget anticipated a carryforward of \$15,000, leaving a gap of \$9,000. The Board agreed to meet again 4:30, August 24, 2009 at the Meeting House for the sole purpose of revising the budget for the current year.

In order to pay bills in early July, a \$2,000 mBank CD was cashed in early. As approved by the Board at its July meeting, Shaun sold the stock in the Wells Fargo account by the end of July, and once everything cleared in August, transferred the money to the mBank Checking account.

Shaun has called the previously suggested provider for a financial audit and not yet heard back. If he doesn't hear soon, he will call other possible providers and wanted direction regarding the scope of the audit.

Motion: The Treasurer is to request proposals to do a procedural review on our accounting practices. Sheila moved; Cherokee seconded; all approved.

The Board thanks Shaun for his hard work on these matters.

Religious Education: Melissa Middleton presented the results of committee meetings. We are in dire need of additional teachers for fall.

The RE Committee requested clarification of who is responsible for obtaining childcare for MUUC special events. The Board decided that whoever sponsored the event had that responsibility. For example, the Board sponsors the congregational annual meeting and therefore has the responsibility for providing needed childcare for that meeting. To assist committees, the Board Secretary will write an article for the UU Chronicle to solicit childcare providers who might be available for special events. The Secretary will maintain the list and make it available to event sponsors upon request.

The fall RE program starts September 13.

The Board concurred with Melissa's recommendation that she only attend Board meetings when she has issues she wants to bring before the Board or vice versa. To help keep the Board informed of RE activities, the RE Committee will send its meeting minutes to the Secretary for distribution to the Board.

Stewardship Committee: Amy Fletemeir presented analysis of last year's process, including areas that went well and areas where we could improve, and discussed next year's pledge campaign, which will be based on a Stewardship Sunday message followed by personal stewardship conversations. The Committee recommends the Board take an earlier role defining the type of budget to present in the campaign and parameters around soliciting budgeting requests from committees.

The Board agreed that April 11 or 18, 2009 will be Stewardship Sunday depending on speaker availability and set the Congregational Meeting for May 16, 2009.

The Board thanked Amy and the committee for their efforts.

Social Action Committee: Sarah Redmond provided proposed information for inclusion on MUUC website. The first piece summarized the purpose, goals, activities, procedures, current and proposed areas of congregational action and concern. The second listed the impressive

number of past and current social actions undertaken by MUUC. For starters we'll post these documents on the website and hope to augment them in the future with additional information about how MUUC addresses these issues and the effect our efforts have on the cause and on our selves. We'll also gather pictures to illustrate our community-driven social justice activities.

The SAC recommends that we do not have a shared plate in December because of other offerings at that time. The next share-the-plate will be September 20 to benefit the Food Bank.

Updates on Old Business:

Board Retreat: Sheila will send out possible dates in September for Board members to check their calendars.

Split of Treasurer Job: Shaun and Jim wrote an article for the August UU Chronicle article. No one has yet responded.

Keeping Membership Books up-to-date: The Board member who witnesses a new member signing the book needs to provide the pertinent information to Jan Rubens (update database), Shaun Devlin (Treasurer) , Nancy Irish and Nancy Sullivan.

To remove members prior to the end of the fiscal year, the by-laws require written notice from the member. To accomplish this, the Secretary will send letter to members who have left the area to enquire whether they wish to remain members.

New Business Otherwise not Covered:

Donation Policy: Discussed need for a written policy to share with potential donors to document that once accepted by MUUC, gifts of art, furniture, equipment, etc. may be used or disposed of as MUUC determines best. Jim to draft a policy and circulate to the Board prior to the next meeting.

Meeting Efficiency: In order to best utilize face-to-face meeting time and keep meetings to a maximum of two hours, the Board requests its members and others who bring business before the Board to distribute background information, handouts or other material sufficiently ahead of the meeting to allow Board members the opportunity to review the material and come to the meeting prepared to discuss the policy issues around the topic. Depending on other agenda items, the Board may limit the number of guests reporting at a meeting.

Next regular meeting: 4:30 pm, September 14, 2009 @ the Meeting House. [Note, the Board anticipates meeting on the second Monday of each month at 4:30pm.]

Submitted,

James M. Jackson, Secretary