

**Meeting of the UUCA Board of Trustees  
January 22, 2013**

**Present:** Brian Baker, Lyn Conley, Cindy Hoffner, Pam Kilmer, June Lester, Karen Martin, Bill Mengel, Bailey Pope Erin Stanfill, Beth Valentine  
**Staff:** Marti Keller, Associate Minister; Scott Howell, Executive Director;  
**Guest:** Jim Kelly

7:06 Lyn Conley called the meeting to order.

**Spirit and Community**

Chalice lighter: Bill lit the chalice with words from W.E.B. DuBois.  
Circle of connection: What is your #1 Board unaddressed issue?

**Need to Know Part 1**

Finance Report: Grier stated that the finance report was good news. December was an exceptionally high month of giving, with over \$100K in pledge payments received. There were a number of areas where the projections for income were exceeded, including the plate and Special Ask for APP. **Grier moved to use \$11,329.00 of the FY12 balance to restore the 2012 pensions in full**, Pam seconded. Passed unanimously.

Grier offered options for how to use the remaining funds: reduce the fundraising line item the Generosity Committee must raise, address delayed maintenance items, bring staff closer to Fair Compensation, increase UUA dues payment (we are currently budgeted to pay 50%). Pam expressed concern that we have been talking about Fair Comp for years and haven't actually addressed it. Cindy agreed but added that our UUA dues are a priority but reducing the Fundraising line wasn't. Joetta pointed out that this balance is a carryover amount, not extra pledge income that we can count on for subsequent years, but rather additional "one-time" generosity from the congregation outside of the pledge drive. Joetta updated the Board on the Fair Comp work, indicating that February is our timeframe to have a final draft of the UUCA Fair Comp Plan. Lyn stated that we are not voting tonight on how to allocate the carryover. We will generate a menu of options to consider including those mentioned above as well as smaller items such as technology upgrades.

**Decisive Action**

Memorial Garden Team Request for UUCA Endowment Fund (EF) Grant: Jim Kelly discussed the revised request for new steps and lighting in the Memorial Garden. (A

previous request was not approved in June 2012.) They are requesting a \$1500 grant from UUCA's Endowment Fund for functional steps, rails and lighting; the Memorial Garden team will provide \$3,000. Bailey asked if the quote included railings; Jim explained that the rails are only at the steps and that contributed to reducing the quote. Bailey asked if landscape restoration is included; Jim responded that it is not part of the quote. Most landscaping is provided by volunteers. Karen asked if we needed to check on contractor's licensure or permits. Bailey said it would probably be a \$50 permit fee for repair and replace. Marti pointed out that once the board approves the request, it's up to the Executive to vet the contractor and oversee that proper protocol is followed. Jim stated that they've had 4 bids on this project. June asked if there is a time frame for completion; Jim answered that once it fits into the contractor's schedule it should be done within a month's time. Karen asked why the request didn't go directly to the EF and Lyn explained that all grant requests have to be approved by the UUCA board by EF policy. Erin asked if the procedure for approving/making changes to the building/grounds involved a review of accessibility concerns and suggested that if it does not, then it should. The grade of the site of the Memorial Garden precludes total accessibility from the parking lot. **Bailey moved to approve the request of a \$1500 grant from the UUCE EF for the Memorial Garden**, Bill seconded, passed unanimously. Jim thanked the board.

#### Approval of Rev. Keller's Housing Allowance FY13

**Joetta moved to approve \$30,500.00 as housing allowance for Rev. Keller for 2013.** Bailey seconded. Unanimous vote to approve

#### Policy & Procedures of Official Groups

This policy was first discussed at our Dec. meeting. Revisions have been made. Karen asked if gender specific groups (e.g. Men's Fellowship, Women's Writing Group) can restrict membership. Marti discussed the principles of UUism regarding inclusion.

Transgender issues were also mentioned. Marti discussed the nonprofit status issues. Cindy expressed confusion about how members and pledging friends figure into the group requirements. Joetta clarified the language to read that main contact for the group must be a member of UUCA. 5 active members of the group must be UUCA members or pledging friends. 5 supporters of the group must be UUCA members.

**Bailey moved to approve the policy as amended, Cindy seconded, unanimous vote to approve.**

#### **Need to Know Part 2**

##### Executive Report

Marti reported that the generational groups "in the spotlight" Sunday in the social hall was a success.

Don's idea to produce the Brahms Requiem as a fundraiser fulfills a need to participate in a community effort. The ticket price will go to UUCA and the collection will go to Hospice Atlanta.

Marti, in her capacity as President of the UU Women's Federation, cosigned with UUA President Peter Morales, a statement concerning the 40th anniversary of the Roe v. Wade decision. It was published today and is available on the UUA website.

Grier asked about the Playground Taskforce. Bailey expressed concern, along with Grier, about the time frame. The Taskforce's final plan is due March 23<sup>rd</sup>.

The Communications Taskforce is meeting tomorrow. The Justice Advisory Task Force is in flux. Doug Abell stepped down from his original commitment to chair the task force. Other volunteers have also stepped back. Volunteers are needed to make this section of the Long Range Plan come to fruition.

#### Board Committee Reports

**PEM:** Joetta reported that PEM has been working with the Finance Committee on the Finance Executive Limitations (EL). PEM will conduct a direct inspection of documentation of leave and hours worked. They are also continuing to monitor the treatment of staff EL.

**Bylaws and Policies:** Cindy reported that she has amassed a large number of policies and is determining which is most current. Organizing these policies and making them accessible is a priority. Cindy is working on a list of policies that need review including the childcare/ child supervision policies. Sherri Wiseman will be involved with reviewing the Emergency Preparedness Plan. Karen is researching policy about board voting electronically. Erin is researching document management policy.

**Congregational Life:** Beth reported that she has items to post for the bulletin board and is awaiting communication from Marti about the Communications Task Force.

**NLDC** Erin reported on NLDC progress. They are looking to fill 7 positions and they are about half way there.

**Generosity Committee:** Lyn reported that the GC will be meeting bi-weekly. Carol Ann Arvan has agreed to be chair-elect of the stewardship drive this year. They are approving fundraising activities and working on the fundraising policy. Grier and Toni Page are working on a cookbook fundraiser!

Announcements:

Marti mentioned the new Adult RE catalog is published and encouraged Board members to read it.

**Welcoming Report:** Grier expressed that he is glad that the new visitor numbers are up but concerned that our conversion rate is low.

Process Observer: Cindy provided her observations.

Bill shared closing words from "anonymous".

Meeting adjourned at 8:47