

## TVUUC BOARD MEETING MINUTES

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**Date:** December 16, 2012

**Members Present:**

Chloie Airoidi-Watters	Maureen Dunn McBride	Laura Twilley
Chris Buice	Kenneth Moffett	Joe Viglione
Heather Finney	Alan Moore	
Lillian Mashburn	Linda Randolph	

**Members Absent:**

Teryn Dixon	Lamar Gibson	Melissa Reed
Ada Falls	Tom O'Connor	Dick Trowbridge

**Guests Present:**

Cindy Moffett

**Opening Words**

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- Chloie Airoidi-Watters called the meeting to order at 3 pm.
- Linda Randolph offered opening words.
- By way of “check-in,” the members were asked about their plans for the holidays.

**Review of Minutes-November 18, 2012**

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- Minutes for the Board meeting of November 18, 2012 were approved.

**Additions to agenda**

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- There was discussion concerning the Board auction item: see item 10.
- Nick Potter having resigned as Treasurer on November 20, Treasurer-Elect Maureen Dunn McBride was approved to fill the remainder of the current term of Treasurer, by e-mail poll of Board members. She graciously accepted.

**Consent agenda**

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- The ET report for December 2012, concerning the Assessment Visit Report, sent in advance to members, was approved.

**1. Report in Stewardship Plans; Stewardship Consultant**

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- Cindy Moffett gave a report on behalf of the Stewardship Committee regarding plans to date for the stewardship drive. Her notes are included as an attachment to these minutes.
- Discussion followed, including the following:
  - Idea of having opportunity on Commitment Sunday to discuss with a steward and make a pledge then and there.
  - Training of stewards should not be done collectively with other clusters.
  - If stewardship consultant hired, consider sharing the expense among the cluster members: ask advice of consultant.
  - Given the significant differences among the cluster congregations, hiring Bill Clontz solely for TVUUC stewardship consulting was proposed.

- It was proposed that proceeds of fund-raising events (auction, rummage sale, etc.) be set aside, with decisions pending as to the use of those funds.
- We have information already on hand for stewardship training; but there are clear benefits to training by an outside consultant.
- Since the Stewardship Committee did not offer a specific positive recommendation regarding an outside consultant, they ought to be polled.
- Bill Clontz' quote for "Support to 3013 Annual Budget Drive," as outlined in "Annex C" to his Assessment Visit Report, was \$3,850. There were both concerns about the amount of this expenditure and opinions that the benefits would be well worth it.
- It was noted that, being less than \$5000, this is not a budgeted expense and others have the authority to decide.
- Maureen McBride made a motion that the Board authorize the expenditure of up to \$3,850 for the services of a Stewardship Consultant, in coordination with Heather Finney's efforts to negotiate an appropriate scope with Bill Clontz, and in coordination with the work and views of the Stewardship Committee. The motion was seconded and carried.

## **2. Assessment Visit Report**

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- Bill Clontz' Assessment Visit Report of December 1912 had been previously distributed to Board members.
- Alan Moore chaired a discussion of the report, there being agreement that the foremost points of the report were the need to develop a stronger stewardship culture, and the need to get our financial house in order before initiating a capital campaign.
- It was agreed that all had been impressed by Bill Clontz' demonstrated knowledge and skills.

## **3. Capital Building Maintenance Fund and a Contingency Fund options**

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- Heather Finney recommended, as noted in the ET report, that there should be one annual budget fund instead of two maintenance accounts; and that there should also be two restricted funds: a capital expenditure fund and a general maintenance fund.
- She noted Bill Clontz' recommendation that bequest receipts be divided 50/50 between the Endowment Fund and the general fund. It was agreed that Maureen McBride will discuss with the Endowment Committee in one month's time.
- The Endowment Committee's new charter must be compared to its original charter.
- It was recommended that undesignated funds received this year should go to the general fund.
- Maureen and Heather will coordinate their efforts on the above.

## **4. Strategic Planning Committee**

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- Linda Randolph chaired a discussion of the SPC's 12-14-12 draft of its chart of "Goals & Some Objectives for Board Consideration," which had been previously distributed via email.
- It was agreed that Chris Buice and Heather Finney will flesh out the objectives, and return them with suggested dates and names of those to be responsible.
- A motion was made, seconded and carried approving the stated Goals.

## **5. Bill Cherry's Spreadsheet Discussion**

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- This spreadsheet of information on Governance documents, both pre- and post-Governance Task Force, had been distributed previously to Board members.
- Bill Cherry will complete the remaining documents in January.

- Bill has assembled a draft Finance Manual, for review and discussion. This was emailed to Board members after the meeting.
- He noted, regarding a procedural component of the Governance manual, that there will be a governance tab on the website, and that there will be a table of contents for the Governance manual with hotlinks on the website by the end of January.

## **6. Program Council Report**

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- Not discussed.

## **7. Policy on Gift Card Use**

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- The proposed policy was, with one word change, approved.

## **8. Remaining Monitoring Schedule (Board Member for Each Area)**

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- There being a request by the Program Council to move down a month, the schedule was adjusted as follows:
  - January: Communication, etc.
  - February: Program Council
  - March: Worship, etc.
  - April: Public Ministry, etc.
  - May: RE, etc.

## **9. SUULE nomination deadline January 15**

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- There are three nominees: Linda Randolph, Heather Finney and Daniel Buchanan.
- There is no need to approve.
- Deposit funds must be sent with nominations. Heather will coordinate.

## **10. Auction Item**

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- Re the February 2 Board chili supper, it was noted that rental is \$25 and there is a \$50 returnable deposit. Linda Randolph will handle.
- A signup sheet for food & drink responsibilities was circulated.

## **Closing Words**

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- Linda offered closing words.
- The meeting was adjourned at 4:35 pm.

Next Meeting: January 20, 2013  
Opening and closing words: Lillian

Respectfully submitted,

Kenneth M. Moffett, Secretary  
December 17, 2013