

## TVUUC BOARD MEETING MINUTES

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**Date:** February 17, 2013

### **Members Present:**

Chloie Airoidi-Watters	Alan Moore	Laura Twilley
Chris Buice	Tom O'Connor	Joe Viglione
Maureen McBride	Melissa Reed	
Kenneth Moffett	Dick Trowbridge	

### **Members Absent:**

Teryn Dixon	Heather Finney	Lillian Mashburn
Ada Falls	Lamar Gibson	Linda Randolph

### **Guests Present:**

Kathy Bohstedt	Larry Kitchen	Cindy Moffett
Bill Cherry	Kate McCullough	Elnora Williams

### **Opening Words**

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- Chloie Airoidi-Watters called the meeting to order at 3 pm.
- Melissa Reed offered opening words.
- By way of “check-in,” the members were asked “What do you love to do?”

### **Review of Minutes- January 20, 2013**

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- Minutes for the Board meeting of January 20, 2013 were approved.

### **Additions to agenda**

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- There were no additions.

### **Consent agenda**

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- The Executive Report for February 2013 was approved.

### **1. Stewardship Pledge**

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- Cindy Moffett and Larry Kitchen, co-chairs of the current stewardship fund drive, distributed pledge cards to Board members who had not yet made their pledges.

### **2. Monitor & Evaluation: Program Council**

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- Documentation of PC Committee Evaluations for 2012-13, and a condensed Summary of these evaluations, had been distributed to Board members in advance of the meeting.

### **3. Analysis of Results**

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- Kate McCullough, PC Chair, with Kathy Bohstedt, past PC Chair and Elnora Williams, PC Chair Elect, presided in a discussion of this information, pertinent to these main question areas:
  - a. Is the church Mission being furthered by these activities?**

- Not specifically addressed.
- b. What is working well?**
  - No PC committees were noted as not working well.
  - It was noted that Jerry Bone's position, Membership Services Coordinator, is crucial.
- c. What is not working well? What can be done to improve results?**
  - Volunteerism is the main problem. A workshop was proposed, to be organized by the PC and led by those who have had a successful volunteer system. Such an effort could involve the cluster, and UUA expertise, which generally does not involve a fee.
  - Those conducting events sometimes do not properly clean up, etc. A form to check off what is needed (setup/teardown, sound, kitchen, etc.) was suggested. Such a checklist should also include responsibilities such as cleanup. Bill Cherry noted that the rental agreement addresses such issues for outside groups.
  - To accumulate better information on numbers of meeting participants, signup sheets were suggested, which could feature the names and church e-addresses of cluster chairs.
- d. Is the church's money being well spent?**
  - Not specifically addressed.
- e. Are there any activities/programs that should be considered for discontinuation?**
  - None mentioned.
- f. Any activities that need to be added?**
  - Kate distributed a proposal that an Aesthetics Committee be constituted. Upon discussion, as an alternative to adding a committee, it was proposed that the Building and Grounds Committee include members with specific skills and interests in aesthetic issues, toward the goal of integrated design/planning efforts which avoid surprises. It was also suggested that B&G have a representative on the PC.
- g. Do our goals need to be changed/improved?**
  - It was noted that the PC is aware of the goals of the church; no changes or improvements were specifically suggested.
- There was a proposal that the timing for the PC report should be at the end of the fiscal year, leaving the summer to effect changes, but it was suggested that the present time of year is best, since the budget is being developed.

#### **4. Finance Manual**

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- Bill Cherry went over his proposed adjustments to the current draft Finance Manual.
- A proposed Policy change of note was the 50/50 distribution of undesignated bequests to the Endowment Fund and to the church's Capital Reserve Account.
- Bill noted that Policy changes are made by the Board, while Procedure changes are made by the ET.
- With respect to special collections and regular plate collections (Policy items 5 and 6), it was suggested that a revised version of item 6 be adopted, pursuant to a draft policy read by Alan Moore to the effect that plate collections be divided 50/50 throughout the year between the church and special collections ("sharing the plate").
- A motion to adopt the revised draft Finance Manual, including the amendment for "sharing the plate," was made, seconded and carried. The Finance Manual is effective immediately, excepting the Share the Plate provision which is effective at the start of the new fiscal year.

- It was noted that Laura Twilley and Linda Randolph constituting the Committee on special collections, will develop the matter as revised during the remainder of their tenure.
- Bill note that the Governance Manual will be complete by the end of March.
- Maureen McBride, Treasurer, distributed a handout, "Operating Budget Summary for TVUUC Through January 31, 2013." She reported that a discrepancy has been identified between what TVUUC internal reports show as being in its bank accounts and the balances shown on the bank statements. The amount of the discrepancy is approximately \$30,000, in the bank's favor. A detailed reconciliation of the accounts is being performed by Bobbie DeRidder, and errors in posting (double entries) have been discovered. The most recent errors occurred in 2010, around the time that the church was implementing a new financial reporting system. Maureen reported that the review performed thus far has found no indication that any money is actually missing, only that double entries of some deposits made the account balances look larger than they are. This detailed reconciliation will continue and a final report will be made when it is completed.

## **5. Policies**

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- See above.

## **6. 50/50 Process**

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- See above.

## **7. Endowment Charter**

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- Discussion and action were again deferred on this item. It was noted that this must be done before the Congregational Meeting in May.

## **8. Wikispace Sign On**

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- Tom O'Connor was available to advise on this.
- With respect to e-mailing documents, Chloe requested they be in PDF format.
- Tom advised this is not necessary when posting documents to Wikispace.

## **9. Summary of Action Items**

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- Resolve lack of clarity re liaisons to EC.
- Tom and Maureen to address Endowment Charter issues.
- Resolve how aesthetics expertise best incorporated into committee structure.
- Laura and Linda develop special collections issues.
- Discuss possible timing change for next meeting on Wikispace.

## **Closing Words**

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- Melissa offered closing words.
- The meeting was adjourned at 4:40 pm.

Next Meeting: March 17, 2013

Opening and closing words: Tom

Respectfully submitted,

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Kenneth M. Moffett, Secretary  
February 18, 2013