

## May 2013

Meeting Location: TVUUC LCF Room

| Date                | Start   | Adjourned | Minutes Recorded By |
|---------------------|---------|-----------|---------------------|
| Sunday, May 5, 2013 | 1:00 PM | 3:30 PM   | Melissa Reed        |

### Attendance

#### Board Members Present

Chloie Airoidi-Watters  
Chris Buice  
Heather Finney  
Lamar Gibson  
Maureen McBride  
Lillian Mashburn  
Alan Moore  
Tom O'Connor  
Linda Randolph  
Melissa Reed  
Dick Trowbridge  
Laura Twilley  
Joe Viglione

#### Board Members Absent

Teryn Dixon  
Ada Falls  
Ken Moffett

#### Guests

No guests present

### Opening Words

1. Opening words were presented by Linda Randolph.
2. As check-in, members were asked to comment on which line item of the budget they would change.

### Review of Minutes - Previous Month

1. A motion was made, seconded and carried to approve the minutes with changes of the meeting of April 17, 2013 that had been previously distributed to the members.

### Agenda - Additions

1. A report by Maureen McBride concerning accounts, was added to the agenda.

### Agenda - Consent

1. No agenda items

### Agenda

1. **1. Music Director situation:** Presented by Heather Finney
  - a. When looking at other churches of our size and their staffing needs, it was determined that the Music Director position should be cut half.
  - b. Staffing patterns and budget needs suggest a Sunday focused music program is

needed at TVUUC. This will also allow for more concerts and other outside music to be brought in.

- c. c. Vicki Masters has resigned from her position. An interim Music Director will be appointed until a search committee can find a permanent MD. Interviews are expected to begin in August of this year.

a. **2. Personnel Committee nominees:**

- b. a. Nominees were approved: Bill Cherry and Joy Fels.

c. **3. Finance Committee decision:**

- d. a. Linda Randolph agreed with Alan's suggestion that a reduced Finance Committee will meet together with the Leadership Team and if more members are needed, they can be added when needed.

- e. b. Maureen agreed to try this for a year instead of having to change the by-laws.

- f. c. Alan suggested that a comprehensive review of the by-laws is needed.

g. **4. Budget discussion and approval:**

- h. a. Lillian made a motion to accept the budget as written.

- i. b. Maureen went over the draft memo and the following questions were discussed:

- i. i. Memo #4 - Special projects deferred include parking lot improvements, light scoop power washing. All important upkeep maintenance procedures needed for a building of this age.
- ii. ii. Memo #13 Director of Lifespan Education - In keeping with the standards of a congregation of our size, including sabbatical time is important in retaining staff. This budget item will not take effect until the next fiscal year. This still needs to be taken to the Personnel Committee.
- iii. iii. Memo #13 Reduction of Sexton hours - Refining the process will allow two nights of Sexton shifts to be covered by Administrative Assistant and beginning sexton coverage a half hour later.
- iv. iv. Memo #13 RE Assistant - Increase in pay is due increased duties from RE intern leaving.
- v. v. Memo #13 Book keeper - In the past, not having a book keeper did not work out. Utilizing a book keeper approximately six hours a week greatly benefits the congregation.
- vi. vi. Memo #13 Elimination of Membership Coordinator - Membership Committee will handle the duties of this position as well as paid staff members.
- 1. 1. Some members of the Board are against the elimination of this position and discussed ways to maintain it.

- a. a. Melissa Reed suggested having the Membership Coordinator position fill-in as Sexton on nights when the Administrative Assistant is not. This option was not considered a valid option after discussion.

- b. b. Laura Twilley suggested going through the budget and finding areas that could be adjusted to come up with the needed funds for the position. This option was not considered a valid option after discussion.

- c. c. Alan Moore suggested sending a letter to the congregation informing them of the importance of retaining the position and requesting members and friends increase their pledge or making a onetime donation. Maureen and Alan will draft the letter.

- j. c. The original motion to approve the budget as written was not carried.

- k. d. A motion was made, seconded and carried to approve the budget as written with a letter for presentation to the congregation requesting \$15,000 by July 1, 2013 to replace the Membership Coordinator position.

- l. **5. Annual Congregational Meeting discussion**
  - m. a. Chloe presented the agenda for the congregational meeting.
- n. **6. Pending committee charters, Membership, Art Gallery and Nominating**
  - o. a. Membership Committee - A motion was made, seconded and carried to approve the Membership Committee charter.
  - p. b. Art Gallery - A motion was made, seconded and carried to approve the Art Gallery charter.
  - q. c. Nominating Committee - A motion was made, seconded and carried to approve the Nominating Committee charter.
- r. **7. Closed Accounts: Presented by Maureen Dunn**
  - s. a. Two accounts that should not exist were found. These include:
    - i. i. Special Collections - \$2400
    - ii. ii. Restricted Account - Regarding a restricted fund on TVuUC's books containing "endowment carryover" funds, on one was sure why it was there, so we zeroed that account out and gave the funds (\$415.87) to the Endowment Fund.
  - t. b. Both accounts have been closed with 10% going to the general maintenance fund and 90% going to the Volunteer Ministry Center account that is currently overdrawn.
- u. **8. Next meeting date: June 16th.**

### **Closing Words**

- 1. Linda offered closing words.
- 2. Opening and closing words at next meeting: Tom
- 3.

### **Next Meeting**

- % . 1 p,m., June 16, 2013: On the agenda Evaluate how we are doing with Policy Governance, and Kim Mason will provide the Life Span Monitoring report.