

**UUFVB Board of Trustees Minutes
October 18, 2018**

Call to Order: at 4:10 PM by Board President Cate Wenzing. The chalice was lit and Paul Amaru gave the **Opening Words**.

Members Present: Pres. Cate Wenzing, Paul Amaru, Sec. Suzy Bromwell, Sue Burt, Kathy Cossa, Treas. Rebecca Hornbuckle, Tom Tierney, Rev. Scott Alexander (ex officio), and by phone Terry Domino, and VP John Maher. **Guests Present,** Steve Becker (Emerson Center), Ginger Heller (Bridges ELC), Barbara Lipton and new member Bob Schroeder.

Process Observer: Kathy Cossa volunteered.

Consent Agenda: A **motion** made by Tom and seconded by Paul, was approved, the only item on the Consent Agenda being the Minutes from September 20, 2018.

Bridges Update: Ginger Heller, Bridges Committee Chair, reported on Ex. Dir. Brenda Neely's health crisis, gave an update on the first weeks of the Childcare Food Program (CCFP), that includes wages for the kitchen manager/cook, and pointed out increased overtime staff hours necessary due to Brenda's absence and being short one fulltime employee.

Emerson Center Update: Steve Becker, Emerson Center Executive Director, gave an update on his and the committee's plans to provide transparent management, improve financial oversight, increase professionalism, upgrade usher training and a establish a new direction for marketing for the Emerson Center.

Executive Session: After guests departed, Cate temporarily adjourned the Board meeting to call the Executive Session to order, to discuss and make decisions about Bridges, the Emerson Center and Financial Reports.

1. The Board is concerned about Bridges Ex. Dir. Brenda Neely's health, finances, long-term absence and increased overtime for Asst. Dir. Jessica Thompson. Tom volunteered to contact attorney Colin Lloyd to advise Brenda on her legal options regarding finances. Cate will accompany Brenda during that meeting. Bridges has one unfilled staff position and Jessica has assured Ginger that she is only working over-time to fulfill the requirements of her job, Brenda's and oversight for the CCFP. By consensus, the Board agreed to have Scott send a blast email and make pulpit announcements requesting financial contributions to "The Brenda Neely Fund," to help her during her medical leave of absence through November.
2. The Financial Report included hiring Elizabeth Borne part-time and David Kimball for short-term consulting, both to assist with Bridges finances. A **Motion** was made by Paul and seconded by John to hire Elizabeth Borne eight hours a week at \$20 an hour to create accurate financial management reports for Bridges. The motion passed unanimously. A **Motion** was made by Kathy and seconded by Paul to pay David Kimball up to \$500 to assist Rebecca and Elizabeth in setting up financial controls for Bridges. The motion passed unanimously.
3. Improved financial oversight for the Emerson Center was discussed. From Steve Becker's EC report, the Board learned that the EC never had a signed contract with

Earle Beasley for his \$500 a month retainer to provide public relations services for EC events. This resulted in a large lump sum invoice from Earle for work performed as far back as 2016. By consensus, the Board directed Cate to assure Steve of our support to terminate Earl's services.

The work of the executive session completed, it was adjourned and the regular meeting was called back to order.

Treasurer's Report: Rebecca reviewed David Kimball's report that recommends steps to improve financial controls for Bridges. She also presented the 1st Quarter Profit and Loss Statement ending September 30, 2018 and reviewed the FY 2018-19 Budget Overview. These reports were emailed to Board members and distributed at the meeting.

Minister's Report: Rev. Alexander is still making calls to likely candidates to chair or co-chair the Stewardship Campaign. He reported on the tour of our facility with the Rabbi and the Temple Board Chair. He informed us that our administrator Katrina Bradshaw-Pascal has lined up volunteers to assist with office tasks when she is away for hip replacement surgery.

Board Committee Reports Suzy forwarded reports to Board members from the BC and EC.

1. Facilities: replacing AV equipment was mentioned in the EC report.
2. Endowment: will meet in the fall
3. Ministries: received after the board met
4. Bridges: received
5. Finance: received after the board met
6. Emerson: received

Old Business:

1. Sue and Scott continue their search for a Social Activities Coordinator to plan and oversee social gatherings for the congregation.

New Business:

1. Paul informed members that art from the ladies room walls was stolen. That led to a discussion about the need for the Fellowship's insurance policy to provide coverage for works of art hung in the Lobby Gallery.

Process Observer's Report: Kathy reported that although the meeting was lengthy much work was accomplished.

Meeting Adjourned: at 5:50 PM.

Respectfully submitted,
Suzy Bromwell, Secretary