

**UUFVB Board of Trustees Minutes  
November 21, 2019**

**Call to Order:** at 4:30 PM by Board President Cate Wenzing. The chalice was lit, and Tom Tierney gave the **Opening Words**. All present **Checked In**.

**Members Present:** Pres. Cate Wenzing, Sec. Suzy Bromwell, Treas. Rebecca Hornbuckle, Ken Klein, Jonnie Mae Perry, Tom Tierney and Rev. Scott Alexander (ex officio). **Absent Excused:** Kathy Cossa, Barbara Dunst and Coco Burt. **Guest Present:** Woody Sutton.

**Process Observer:** Ken Klein volunteered.

**Consent Agenda:** A **motion** to accept the minutes of the November 21, 2019 meeting as presented was approved.

**Visitor's Presentation:** Woody Sutton, Finance Committee Chair, brought two items to the Board's attention.

1. Bill Bastian's interest in having a part-time employee serving as a "Parish Nurse." Duties would include helping members face end of life issues and pastoral care visits. Woody will meet with Bill to discuss his vision and ascertain his willingness to financially support the position up to three years.
2. UUFVB paying "fair share" dues to UUA. Scott stated that the issue should be part of the Stewardship Campaign appeal. Tom suggested UUFVB's projected end of year surplus might be used for this purpose. Rebecca will make a projection in March or April.

**Treasurer's Report:**

1. Rebecca reviewed Profit and Loss Statements and the Balance Sheet. The total Net Income from July through November is \$254,926.
2. Rebecca also brought up possible raises in the FY 2020-21 Budget for UUFVB's Accountant Elizabeth Borne and Administrator Kim McIntyre.
3. Bridges Ex. Dir. Brenda Neely submitted paperwork to the bookkeeper for bonuses for her staff, but Rebecca explained that paperwork needed to justify the bonuses did not accompany the request. At the end of 2018, Bridges received a performance stipend for exceptional service from the Early Learning Coalition. Rebecca and Elizabeth agreed that bonuses are to come from current and anticipated ELC stipends.

**Minister's Report:**

1. Scott reminded us about the New Year Brunch following service on January 5<sup>th</sup>.
2. He reviewed the successful 2019 Community Thanksgiving Service held at UUFVB. He said the clergy group wants UUFVB to be the permanent site for future interfaith services and said that it's good PR for us.
3. Scott would like to provide 3% raises to all employees, increase Kelly Stephen's hours from 12 to 15 a week and raise Paula Herger's pay 5%.report

**President's Report:**

1. Most plans for the 2020-21 Stewardship Campaign are in place. Scott will make follow up calls to secure co-chairs. Amy Gallo agreed to organize the kick off brunch, and Eva Heifetz agreed to write a letter about the campaign to members. Board members will help recruit members to speak each week of the campaign.
2. Joe Hardy is working to update the websites for UUFVB, the EC and Bridges.
3. Woody Sutton reminded us that UUFVB is not paying full dues to UUA and asked the Ex Com to discuss the matter at its December meeting.

**Old Business:**

1. A risk management/safety training session for lobby monitors and EC volunteers was held on November 16<sup>th</sup>. It included measures to deal with an active shooter at events.

**New Business:** None

**Board Committee Reports:** Reports received were emailed to Board members.

1. New member Fred Poston has agreed to chair the Bridges Committee. A strategic business plan for 2020-21 is in the works
2. The Finance Committee after meeting with Bridges supports the goals of Bridges business plan.
3. Under Bill Ames guidance, Emerson Center reports will be reformatted to include monthly projections of costs and revenues.
4. The Endowment Fund Committee pointed out that its Charter requires "An appropriate person who is not a member of the EFC shall audit the books annually." UUFVB's Treasurer and Accountant are currently providing this function. The EFC asked the Board to confirm that a separate review is not necessary. A **Motion**, to this effect, made by Tom and seconded by Ken passed.

**Process Observer's Report:** Tom said the meeting went well and everyone was respectful.

**Meeting Adjourned:** at 6:00 PM.

Respectfully submitted,  
Suzy Bromwell, Secretary