

**UUFVB Board of Trustees Minutes  
December 19, 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 for up to three years.
2. UUFVB "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 a request to the bookkeeper for bonuses for her staff, but Rebecca explained that paperwork needed to justify the bonuses did not accompany the request. 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 local clergy group wants UUFVB to be the permanent site for future interfaith services and said that it's good PR for us.
3. In the 2020-21 FY, Scott would like to provide 3% raises to all employees, and increase Kelly Stephen's hours from 12 to 15 a week, and also raise Paula Herger's pay 5%.

**President's Report:**

1. The 2020-21 Stewardship Campaign will run from the second Sunday of January for 6 weeks. Coco Burt agreed to be the face of the campaign. Amy Gallo will organize the kick off brunch. The theme will be "Engaging our World with Compassion and Care." Board members discussed Terry Domino's concern about tone and length of the campaign.
2. Joe Hardy has nearly completed his project to secure all websites associated with UUFVB.
3. Matthew Borne is uploading sermons onto the website.

**Old Business:**

1. The contract between the Emerson Center/UUFVB and MusicWorks for the purchase of audio equipment was discussed. Tom will add a clause that says if the contract is cancelled, UUFVB will get its money back and MusicWorks keeps the equipment. He reviewed the contract and sent it to MusicWorks.
2. Steve Becker will sign the final version of the contract and send it back to Tom.

**New Business:**

1. Scott said a neighbor whose property abuts the southeast corner of our property plans to sell his house and two adjoining lots.
2. John Maher will contact the owner and discuss details.

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

Endowment, Finance and Ministries did not meet last month.

1. A. New member Fred Poston has agreed to chair the Bridges Committee. The Board approved the appointment of Fred Poston as Bridges Chair and Carolyn Wehle as a new member to the committee.  
B. The BC agreed with Ex. Dir. Brenda Neely's suggestion that employee pay increases will be made at the beginning of FY 2020-21. Starting pay will then be \$10 per hour.
2. Ken reported on efforts to secure the building and said a checklist for event managers has been developed.
3. UUFVB Accountant Elizabeth Borne found discrepancies in the complicated service charge and fee per ticket agreement that affected income from the Celtic Angels rental. Tom suggested that we don't hold back monies that we don't dispute.
4. Rebecca and Cate will research rental rates for the building. Board members agreed that new set rates should be adopted for room rentals.

**Process Observer's Report:** Ken reported the meeting was amiable, moved along, with a minimum of small talk.

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

Respectfully submitted,  
Suzy Bromwell, Secretary