

## AUUC Board Meeting Minutes

November 7, 2018

Meeting called to order at 7:05 pm.

Present: Kristina Watts, Joe Tuggle, Reverend Linda Olson-Peebles, Lindsay Muirhead, Judy Usherson, Sarah Pevner, Bruce Griffin, Peter Kahle, Peter Campbell, Don Eckerman, Ken Heller.

- I. Chalice Lighting/Opening Reading: Peter
- II. Check-ins
- III. Board Thank Yous:
  - A. Al Stolpe for work on bench.
  - B. Ken Heller and Kumutha Lane for the Auction
  - C. Paulette Lichtman Panzer for work on the Pastoral Care Workshop
- IV. Members Time: None Present
- V. Lens on Youth: None Present
- VI. Consent Items: October minutes, monthly reports: Minister, Finance, Council, DSD and COOM: approved. Rev Linda asked the Board review Lara's reports for the new design she and Lara have developed.
- VII. Action Items from last month: 1: Done; 2: Discussion re the chairs project. Joe found chair replacement is a low priority for Building and Grounds Committee. Judy revealed that she, Mike Heilman, Nancy Melito and Paulette Lichtman-Panzer have been looking into the issue informally. A chair cleaning event will be scheduled soon. The board agreed that an initial study of costs to replace chairs should be done by a task force. Kristina and Judy will talk to Building and Grounds about heading up this Task Force, then craft a charge. This will be approved by the board by email or at the December meeting. 3: Bruce and Dick will draw together the available postings on policies and procedures, into one compilation, separating the two where possible. All other Action Items were completed.
- VIII. Auction Report by Ken Heller: profit is \$22,686, 2k higher than last year. The unpaid receivables are remarkably low at \$5,653. The new software is excellent and contributed to making this auction a pleasure to the committee. He hopes to attract visitors from the community to future auctions, noting some who came were uncomfortable bidding on items such as dinners that required familiarity. Rev Linda suggested canvassing local businesses for donations such as gift baskets. Ken mentioned we do not track those who offer items; this may be useful going forward. He suggested purchasing more noticeable attire for auction staffers, such as a team hat or vest.
- IX. Discussion/Decision:

AUUC Memorials policy (see policy), presented by Don, approved.

Financial Controls Policy: (see Policy). **Joe will clean up the draft and submit for approval by email**

X. Issues/Discussion/Action:

- Finance: See email and spreadsheet. Joe is observing an increase in costs for office supplies and other consumables. Credit card charges are approved by Ed, for various charges by RW, Lara, Ali and others. We have had \$14K of expenses, half of which is IT; this is \$2K over budget. **Rev Linda will ask RW to collect receipts. Joe will find a volunteer to monitor and analyze these expenses.** RW has been working on the unified database for all congregants. We must do an Ask later in the church year for around \$20K. When and how to schedule this was discussed: it needs to be near the end of the fiscal year, and not interfere with the pledge campaign. **Joe will present ideas on this next month.**
- Traumatic events, such as the recent shooting in Pittsburgh: how to respond? This was discussed by Rev Linda, who reminded the Board of the church's public duty to members, downstairs and up, and the community. Reference was made to the lack of a reference to the tragedy during the Halloween service. Often a moment of silence is sufficient. **Rev will meet with worship associates to review this issue.**
- Rental campaign: Kristina reported that Jennifer Cowgill has left the committee, leaving Mary Kringer alone. She requires assistance to continue. Peter pointed out that initial research and policy setting: contracts, brochures, space availability, prices, keys etc., could be done by an initial task force, then involve people for a sales role. It is noted this information is available from previous studies, and other churches. **Judy will seek volunteers for this.**
- Program council mission/Board function, including requirement for approval re policies and procedures. These issues may require deconstructing Board and Council roles, and cultural change, in preparation for new minister. **Given time constraints during this meeting, the topic was deferred until the meeting in December.**

XI: Action Items(highlighted above):

- Judy will contact Building & Grounds committee regarding a chair task force.
- Judy will seek volunteers for rental committee.
- Joe will present ideas next month for the supplemental funding request.
- Rev Linda will ask RW to collect receipts. Joe will find a volunteer to monitor and analyze consumable expenses.
- Joe will clean up the draft of financial controls policy and submit for approval by email.
- Rev will meet with worship associates to review response to calamities.

Closing Message: Rev Linda

There being no further business the meeting was adjourned at 9:05pm

Respectfully,  
Peter Campbell, Secretary