

**Unitarian Universalist Congregation of Duluth  
Draft Minutes of the Board of Trustees Meeting  
Tuesday, January 26, 2010, 7 PM College Street**

Board of Trustees (BOT) present: Kathy Heltzer, Gloria Walters, Alison Lutterman, Beth Marks, Koresh Lakhan, and Carol Michealson.

Others present: Ann Fryberger, Reverend Gail Lindsay Marriner, Kathy Stinnett, and Sanna Shields.

Meeting was called to order.

Alison moved to accept the minutes from the December 22<sup>nd</sup> Board meeting, second by Koresh, the motion carried.

Search Committee Update

- Ann presented updated compensation information on the three minister pre-candidates. Actual health care costs are higher than originally estimated. She asked the Board to verify the maximum dollar amount the Search Committee can negotiate. The Board agreed that the Search Committee should stay within the \$94,928 authorized by the congregation at the December 20<sup>th</sup> membership meeting. Ann said the Search Committee will work within that budget. The Board indicated support to allow the Search Committee to determine how to distribute earnings in the ministerial contract.
- Ann asked if the Board had suggestions for candidating weekends. Gail suggested April 18, April 25, and May 2.

Fundraising

- Fundraising Requests:
  - Cherie Sawinski received email approval from the Program Council to organize a used book sale for March 27 & 28 that will overlap with the Treasures of the Earth craft sale. The Board approved the request.
  - Cherie Sawinski would also like approval to reinstate the UUCD Bed and Breakfast fundraiser. She did not submit a request in time for the Program Council but considering this is a reinstatement of a previously approved fundraiser she would like approval from the Board to proceed. The Board approved this request.
  - Ann asked for Board approval for a Chocolate Love Spoon fundraiser. The Board approved this request.
- A suggestion was made that the Program Council might want to create an Executive committee of the Chair and two members who are empowered between meetings to make decisions and approve fundraising requests. This will be suggested to the Program Council for the next agenda.

Treasurer's Report

- Gloria reported that the 2009 Operating Budget fell short by \$7,000, this was less than anticipated. The \$30,000 Zeppa Family Foundation 2009 bridge pledge is still expected to be received in the next month or so.
- The Board discussed concerns about fulfillment of all 2010 pledges and what plans can or should be made if a shortfall occurs.

- Gloria moved that the Board accept the Finance Council's recommendation to adopt a loan payback model that repays the capital debt in a graduated way. Second by Carol. The motion carried.
  - In the repayment chart created by Paul Borrmann, the payments will primarily come for the capital funds to start with, and each year a larger share of the debt will come from the operating budget. Eventually, when capital funds are exhausted, the entire payment will come from the operating budget.
- Gloria asked for guidance from the BOT as to how much information they would like to receive from the Finance Council. Currently the Board members receive the meeting agenda, meeting minutes and income and expense reports. The Board agreed this was an appropriate amount of information. Gloria and Kathy H. reminded the BOT that the Finance Council meetings are open and their attendance would be welcome.
- Gloria reported that there was a low turnout for the January 10<sup>th</sup> capital/mortgage planning meeting. Gail said she can consider cancelling the Fundraising discussion scheduled for February 7<sup>th</sup> if she believed the interest for it is low.

#### Staffing Reconfigurations

- Gail reported that staff reviews are being undertaken and templates for new job descriptions have been made. The templates have the following data: Existing job duties / What the employee is actually doing / Identification of essential pieces – and who can do these (staff or volunteers) / What parts of the job can be put on hold.

#### Membership Coordinator Position Update

- Koresh reported that for the months of April through December Barb Lund is going to pilot a Membership Coordinator position. This is an anticipated 8 hour per week position and Barb's goal will be to find out what the job entails, craft a job description and see if membership growth is affected.

#### Bylaws Committee Update

- Alison reported that after her distribution of the proposed Bylaw changes to the BOT last month she did not receive any comments so the proposed Bylaws are what will be presented to the congregation for vote at the May annual meeting.

#### Congregational Covenant Planning Committee Update

- The committee is planning a launch date of February 28<sup>th</sup> to introduce the covenant drafting process and invite participation at cottage meetings. The committee is looking for as much feedback as possible. The hope is to have a proposal ready for a congregational vote in May.
- The Cottage Meetings are scheduled for Tuesday March 2 at 5:30pm, Thursday March 11 at 7:00pm, and Saturday March 13 at 10:00am.

#### Summer Scheduling

- The building entrance will not be shut down this summer for garden maintenance. The Garden Club is looking at other alternatives to fight pests. The current plan is to spray a small section at a

time at the end of each monthly garden cleaning (following the 11:30 service on the 4<sup>th</sup> Sunday of every month).

### Fundraising Idea

- Gail talked about a potential fundraiser the Youth Group is considering. The idea is to let folks pay to have someone's yard filled with flamingoes. The flamingo target would then have an option to pay to have them removed promptly or moved to a location of their choosing. This idea was floated at the last Program Council meeting and some asked if something more "UU like" could be thought up instead of flamingoes. Gail said the idea is still morphing and a formal fundraising request has yet to come through Program Council.

### Food Program

- Gail reported that Geiger Yount and Hal Moore are initiating a Food Program for the months of March through May. On the second Sunday of each of those months a hot brunch will be served and on the fourth Sunday a continental breakfast will be served. Money charged for the meals will be to cover expenses and create a self-sustaining program. The goal is not fundraising but community building.
- Koresh said that the East Indian fundraising dinner he is providing is scheduled for March 6<sup>th</sup>. Tickets will be \$20 each with a 120 person maximum.

### Consent Agenda

- The consent agenda was approved. The BOT discussed the DRE report which introduced a potential building rental by University Nursery School (UNS). Kathy Das, the director of UNS has met with Kathy Stinnett and Carol Turner to discuss the possibility of renting space to operate a preschool here at UUCD. Kathy S. gave a brief overview of their discussion and relayed that Kathy Das felt using our space was very doable. UNS would furnish flooring, play space and storage cabinets. UUCD would need to provide an enclosed play space outside. In her DRE report Carol T. requested to get Kathy Das and herself on the agenda for the February 23<sup>rd</sup> Board meeting to discuss this proposal further.

### Outdoor Signage

- Carol M. reported that CSPTF-phase II will continue to oversee outdoor identity signs and the Social Responsibility Council will now oversee external value signs.

### Sunday Visitor Greeting/Board Welcome & Qualified Highlights

**Feb 7** 9:30 **Gloria** 11:30 **Gloria**

**Feb 14** 9:30 **Koresh** 11:30 **Kathy**

**Feb 21** 9:30 **Koresh** 11:30 **Alison**

**Feb 28** 9:30 **Beth** 11:30 **???**

Agenda setting meeting: Tuesday, February 16<sup>th</sup> @ Beth Mark's home

Next board meeting: **Tuesday, February 23<sup>rd</sup> @ 7 pm**

Submitted by Sanna Shields