

**Unitarian Universalist Congregation of Duluth  
Draft Minutes of the Board of Trustees Meeting  
Tuesday, May 26, 2009, 7 PM College Street**

Board of Trustees present: Dan Burrows, Kathy Heltzer, Paul Borrmann, Alison Lutterman, Gloria Walters, and Jim Lund

Others present: Beth Marks, Reverend Gail Marriner, Kathy Stinnett, and Sanna Shields.

Meeting was called to order.

Jim volunteered to serve as the process observer.

The Consent Agenda was approved with the following comments:

The Finance Council minutes have a late correction. Dan asked the BOT to disregard the previous minutes and to refer to the revised minutes.

Minister Report was received today.

No report from MTT this month.

A verbal report from Phase II is included in the meeting's agenda.

The deadline for reports to the BOT was discussed. Friday before the meeting was agreed to as the deadline.

Alison moved to accept the April 28<sup>th</sup> Board minutes, seconded by Jim, the motion carried.

The Board discussed UUCD delegates to General Assembly. Hal Bertilson is a delegate; absentee ballots for 4 additional delegate vacancies are available. Jim Lund, Alison Lutterman, Dan Burrows, and Ann Fryberger have volunteered to serve as absentee delegates and will vote their conscience.

Gail spoke about the summer worship schedule. Beginning June 21<sup>st</sup>, worship service will be held at 9:30am, lasting for 45 minutes. Three options will follow at 11am: forums for adults, an on-site RE activity, and family friendly excursions. Beginning on August 16<sup>th</sup> the worship services will be held at 9:30 and 11:30 in an attempt to equalize attendance.

Gail said that an addendum to the annual report will be created.

Treasurer's Report:

- The Finance Council hopes to provide the Board a recommendation for the fall canvass. The recommendation will likely involve a combined canvass for the operating budget, capital campaign and endowment fund. The finance council is currently looking for individuals with experience with combined campaigns to provide guidance. Next year's operating budget will be tight, Paul estimates an additional \$70-75,000 in operating pledges will need to be secured. Goals for debt repayment may need to be shifted from payoff in the next year and other options may need to be explored. Paul will be working on this over the summer in preparation for the September 27<sup>th</sup> start of the fall canvass.
- A mini-canvass for the remaining 2-1 pledge dollars is being organized. Many people with un-paid Building Fund pledges have been contacted. Paul estimates \$11-12,000 will not be paid.

Gail asks that the current and incoming BOT members attend both services if possible on May 31<sup>st</sup> for thanks as well as to be charge/installed by the congregation.

The June 13<sup>th</sup> Board and Program Council joint retreat was discussed. Gail said that it has been determined that this retreat will not be the best time to process the White Bear UU growth grant. Gail and Tara have plans to meet to discuss options. Some options discussed by the BOT include: review of the program year and looking forward to the next, and defining the purpose of the Program Council.

Gail passed out proposed agendas for the May 31<sup>st</sup> meeting with the Reconciliation Group and the Board. Gail also gave an overview of the process to be used in the meeting.

Alison and Gail reported that, as recommended by the David Lauth Report, a meeting has taken place between Cyndi and Bill Gritzmacher, Jan Magree, Malcolm McCutcheon, Dan Burrows, Paul Borrman, Carol Michealson, Alison Lutterman, and Gail. Alison and Jan Magree laid out for the Gritzmachers the circumstances the BOT faced last spring. Gail has received positive feedback regarding the meeting and feels it met its goal well.

Gail reported that the Personnel Committee is managing the formation of the music committee. Gail has suggested that a 5 person committee, with term limits be created. The committee is expected to be seated very soon and the first meeting is scheduled for June 2<sup>nd</sup>.

The Collaborative Growth Grant was discussed. There is interest in hosting the White Bear UU staff here, if funding allows. Write-ups of findings and distribution of these findings to area congregations have yet to be done. Dan offered to help with writing of final reports.

Gail informed the Board about some upcoming conversations about programming for youth. Meetings have been scheduled for June 15<sup>th</sup>, 18<sup>th</sup>, and 30<sup>th</sup> and will include the Youth Advisor, OWL volunteers, Coming of Age mentors, RE Committee, and RE staff, the later two meetings will also include parent and youth representatives. The meetings will address the questions: What is the goal for youth programming? What do parents want? What are the boundaries?

Joan Sutliff has volunteered to serve as the usher coordinator. Training for ushers will be held on June 7<sup>th</sup>, with a rollout on June 21<sup>st</sup>. On the 21<sup>st</sup> a Board member will say words for the offering and then will receive the baskets and plates and will handle the processing of the donations. Gail will amend the Board script accordingly.

CSPTF-Phase II will remain intact, minus Ann Fryberger who is now serving on the Ministerial Search Team, and will serve "on-call" as needed.

Jim Lund is working to find members for the Building Care Committee and is asking for suggestions to be sent to him.

A picture of the new Board of Trustees will be taken at the next meeting.

Gloria reported that she has found a lot of out of date information on the website.

### **Volunteer Opportunities:**

Sunday Visitor Greeting/Board Welcome & Qualified Highlights

**June 7** 9:00 **Paul** 11:00 **Gloria**

**June 14** 9:00 **Alison** 11:00 **Kathy**

**June 21** 9:30 **Jim**

**June 28** 9:30 **Jim**

Governance Council – June 18 at 10am @ Sara’s Table: **Kathy, Jim, Gloria and Gail**  
Next board meeting **Tuesday, May 26** @ 7 pm UUCD (*Meal with old and new BOT at 6pm*)

Submitted by Sanna Shields