

MINUTES

All Souls Unitarian Universalist Church Board of Directors

November 16, 2010

7:30 p.m. – 9:30 p.m.

Attendees: Susan Bettinger, President; Claudia Harris, Vice President; Virginia Villarreal, Secretary; Jared Davis, Treasurer. Members at Large: Amanda Lawrence, Mark Mullens, Robert Smith, and John Allen. Ex-officio members Susan Caldwell, DRE and Barbara Jarrell, Chaplain

Absent: None

Lighting of the Chalice/Reading of our Covenant

The Chalice was lit, and Susan Caldwell read a passage she had in lieu of reading the Covenant.

Approval of Minutes

The Minutes from September 21 were read. After minor corrections Claudia moved to approve the Minutes, and John seconded. The Minutes passed without opposition.

BPOD

1st Sunday, 12/5: Susan Bettinger/ Robert Smith

2nd Sunday, 12/12: Amanda Lawrence/ John Allen

3rd Sunday, 12/19: Mark Mullens/ Jared Davis

Christmas Program, 12/24: Claudia Harris/ John Allen

4th Sunday, 12/26: Claudia Harris/ Virginia Villarreal

Chaplain's Report John Rosser

Committee reconfiguration: Barbara is working on researching the multiple committees (mostly the Council committees) that now exist. Some are redundant, others are defunct, and new ones should to be formed to meet our needs. Barbara has a model used in the church at Little Rock, which she will provide to the Board; Board members will study the model, and will work on long range planning. We are missing a Ministerial Relations Team, and we need to work on Leadership development.

Membership: We need to increase our membership requirements other than just signing the book. All other churches have increased their requirements, forming small group ministries where new members can find connection and spiritual growth.

Newsletter: Many members are not receiving the church newsletter through their email. We will use Constant Contact to send every member a newsletter, even to those who have dropped their church membership. We will put a notice in the Sunday program asking all members if they are receiving the Newsletter by email, and if not, to provide us with their emails so we can put them on our email mailing list.

Potlucks: Amanda will be sending out the emails about our potlucks.

Office: We need to have plan in place to take care of the times when the office manager and secretary are not in the office. We need some way of informing the public that the office would not be open on that day.

We will soon need an Office Manager after Alex's departure. Melissa Gibson showed an interest in the position. The Board was a little hesitant in hiring a church member to that position, since it is very demanding, and the Board would not want the office duties to eventually interfere with a member's participation in all other church activities. Amanda will speak with Melissa to see if she wouldn't mind taking the position on an interim basis, and see how it develops.

Building and Grounds

Programmable Thermostats: Gary from Air One installed the thermostats on 10/29/10 at an approved cost of \$1,050.00. While replacing the thermostat he noticed that the circuit board on the office outside unit was not working, so for \$339.00 John Allen approved the bid to replace the circuit board. Also, we need an instruction manual for the thermostats. John will call the company to see if they will send us one. We may be able to download an instruction manual from the Internet, since most companies now put them online.

Roof repairs: The gutters will be cleaned by power blowing the leaves off. The windows will also be caulked and cleaned, and they will look for leaks to repair. The cost of all repairs/cleaning will be within the \$1,500.00 approved by the Board.

A/C Filters: All AC filters were replaced 10/16 and completed on 11/13. The filters will be checked monthly. The cost of the filters has been \$68.00 and \$48.00 at a total cost of \$116.00.

Tile floors: The floors in the classrooms, social hall, and restrooms were cleaned and waxed on October 26th. The cost for cleaning and waxing the floors was \$475.00. On October 30th it was noticed that the solvent caused several tiles to become loose in two rooms. Henson's Floors gave a bid of \$1,625.00 per room to replace the tiles. The Board discussed ways of reducing the cost of solving the problem. It was suggested that we simply try to replace the loose tiles, and if there is too much of a difference in color (new tiles vs. old), then perhaps we can cover that section with a rug. Another option, which would require a lot of manpower from our part, will be to ask the members to pitch in and replace all the tiles in the rooms ourselves.

Storage Shed: They are still breaking into the shed, even though there is nothing left to steal. We will begin informing the police of the break-ins, to start documenting the problem.

Erosion: The erosion problem in back of building is becoming precarious. At the present moment we do not have the budget to handle the problem. Some ideas were suggested. One would be to dig ditches to try to divert the water away from the most affected areas. Another would be to start planting an undergrowth layer. It was suggested that we plant bamboo; one problem with bamboo is that it's a very invasive plant, and we might be creating another problem; however it may be the lesser of both problems.

Building problems: The question of selling the building was raised once more at the meeting. Due to the size of this congregation's income compared to the yearly cost of the mortgage and overall maintenance of the building, the sustainability of this building is becoming increasingly difficult. Many members, including those of the Finance Committee and the Visioning Team, have raised this question in the past. The Board decided to form a team to gather information as to what it would entail, and to consult

with different real estates companies; we also have to search possible locations where to worship in the interim. The Board suggested having Laurie Lyons, Roger Christian and Marion Avery form the team. Barbara can ask the Jewish congregation if we could use their facilities at B'nai Zion Temple in the interim for worship.

Fire: The storage rooms and closets need to be cleaned and all clutter cleared; the clutter is becoming a fire hazard.

Inside patio: The problem with the inside patio which is causing leaks in the hallway needs to be solved. Two contractors checked the planter. Both recommended clearing the planter of all trees and dirt and resealing the mortar. One suggested just filling the area with concrete. The other suggested to partially fill with gravel or sand, lay a concrete slab and then dirt for landscaping. Betty is searching for other contractors and/or ideas. No trees should ever be planted there again.

Treasures Report

Jared checked the budget and found we have about \$20,000.00. Jared will check with Jan to see if this is the final balance up to now.

DRE Report

Susan provided the Board with a verbal summary of her report:

Community Support Toy Drive: Susan signed up thirty children for the toy drive.

Children's playground: She's getting ideas as to ways of improving the playground.

Adult DRE: Susan will be helping Audrey Allen, who will be offering workshops on job seeking on the Internet.

OWL: Clay Walker and Raydra Hall will begin the Parent Orientation workshops at the beginning of the year.

Council Report

Claudia mentioned the upcoming events:

- **“Craft Market”:** “Park it Market” fundraiser has change now to the “Craft Market”. It's scheduled for December 18th. It will be held at Forbes YMCE Camp's covered shelter. For more information, contact Elizabeth Just at 797-3435.
- **Ingathering** and new members' **Information Session** is scheduled for December 12th.
- **Board Meeting:** Due to the upcoming holidays, the Board meeting will be December 14th.
- **Interfaith Fundraiser:** The fundraiser will be December 5th at 3:00 p.m. at Lakeview Methodist Church on Cross Lake. This will be a silent auction. Tickets are \$25.00 each and a table for 8 can be reserved for \$200.00. A motion was made by Claudia and seconded by Robert to reserve a table for the choir. The motion passed with one member opposed.
- **Pledge Drive:** Very few people have turned in their pledge drive form. We will have pledge-oriented reflections as follows:
November 21: Amanda Lawrence
November 28: Claudia Harris
December 5: Robert Smith
December 14: Jared Davis
- **Pancake Breakfast:** We are planning a pancake breakfast for December 26. We need cooks.
- **Volunteer of the Month:** Melissa and Jonathan Gibson are our December Volunteers of the Month.

Denominational Affairs Team Report

Steve Caldwell submitted the Denominational Affairs Team Report with upcoming Unitarian Universalist events for the 16th of November 2010 and beyond. The report is posted with the minutes.

New Business

Fundraisers: The following were possible fundraiser ideas:

- Spaghetti Dinner: Beth Bailey has an idea for a fundraiser. Her husband is a chef, and after the first of the year he would like to prepare a spaghetti dinner, and use this as a fundraiser; he might provide all of the necessary materials and ingredients.
- Cheesecake cook-off: Amanda Lawrence and Audrey Allen both claim they are the best cheesecake bakers. A cook-off may settle the claim, and perhaps we may also use the challenge as a fundraiser.
- Book sales: Susan Bettinger suggested having members donate their books. We can set up at church a table or section where we would display the books and sell them. The Board discussed the problems that were encountered with previous book sales. We usually ended up with a lot of unsold books, and we didn't have a way of returning most of them to their owners and didn't know what to do with them. As it is, our storage rooms are so full of clutter so as to soon become a fire hazard that we cannot afford to also store any excess books.

Policy Manual: Mark asked if we had any required procedures that should be written or at least categories that needed to be discussed in order to start assembling and writing the different sections of the policy manual. Since we have to start from scratch (the church's policy manual is lost and we have no copy of it), it was suggested that Mark look through different policy manuals of other UU churches of the size as ours to get ideas, and start from there. We would have to look through old Board minutes to find new policies adopted by the Board and incorporate them also.

Electronic Board Motions: Amanda moved, and John seconded, that if a motion was made via email, (a motion that was already discussed at a meeting, and completed later to be sent to the members by email) Board members had 72 hours to comment, agree or disagree. No response from member would be automatically taken as consent. The motion passed with no objections.

Adjournment

At 9:20 p.m. Amanda moved and John seconded to adjourn the meeting. The Board then proceeded to go into Executive session to review once more the contracts for Barbara and Susan. The meeting ended at 10:00 p.m.