

U2C3 Board Meeting
16 March 2015 6:30 pm

In Attendance

Board Members: Angela Leach, Sylvia Wilson, Rev. Pam Allen-Thompson, Lauren Cantatore-Causey, Jillian Whitbeck, Margaret Lawrence, Kerri Cockerham, Jan Miller, and Linda Fetters. Absent: Fernando Figueroa.

Visitors: George Clower, Debbie Sundermann, Druzy Casper, Colin Sykes.

Comments from Congregation

- Debbie Sundermann asked to discuss church software at the end of the meeting.

Check-in

- Most were well, some were getting sick and some were just sick of the rainy weather.

Centering

- Rev. Pam asked each person to name something that was personally meaningful to them that day.

Approval of Last Meeting's Minutes

- The Board agreed to table approval of the February minutes until next meeting (due to the minutes not being distributed until earlier that same day).

Minister's Report

Rev. Pam updated her various Action Items.

- With Lauren - Prepare the worship program for June and July 2015.
 - On-going. Speakers have been scheduled through June 21.
- Create a list of church positions (paid and volunteer) that need to have clearly defined (written) responsibilities.
 - On-going.
- Determine who will be the Communications committee representative on the Leadership Council.
 - Done.
 - Although Rev. Pam felt there was no real need for an official Communications committee, Margaret Lawrence pointed out that the bylaws list Communications as one of the standing committees. The committee should elect its own chair.
 - Debbie Sundermann will represent the Communications committee at the Leadership Council meetings.
- Determine who will be the Worship committee representative on the Leadership Council.
 - Done. Joe Pierce will represent the Worship committee on the Leadership Council.

- Contact Jennifer Innis (MSR) to determine her suggestion for the time-frame for this second visit.
 - Done.
 - Rev. Innis provided four dates to Rev. Pam, but said she prefers April 22.
 - Meeting will include only Rev. Innis and the Search Committee.
 - Rev. Innis prefers an evening meeting.
 - Angela will share this information with the Search Committee.
- With Angela - Create a list of expectations and guidelines for church cleaning tasks.
 - Done. A thorough cleaning of the kitchen was done on Saturday March 14.
- Send a “short list” of policies to be developed to Margaret.
 - On-going. Rev. Pam, Angela, and Margaret clarified that policies DO need to be developed and that these policies should act as a supplement to the bylaws.
- With Angela - Meet to discuss the child care process.
 - Done – Met with Angela. There were no specific outcomes.
- Examine current bylaws and will send comments and suggestions to the BOT.
 - Done - Examined bylaws and had no specific comments/suggestions.
- Pam will email a list of the committees to Jillian for use on the website.

UULC Leadership Council Report/Minutes

- Margaret Lawrence presented an overview of the March 4 Leadership Council meeting. Highlights of the meeting included:
 - Harley Doerfler will assume the position of assistant chair (Bill Randall will remain chair) on the Building committee.
 - Kirk Newport will maintain his position as chair of the Grounds committee.
 - Alese Smith and Jessica Latimer will co-chair the Hospitality committee, as Harley moves to assist Bill Randall on the Building committee.
- Due to Kirk Newport being on the Search Committee, the position of chair for the Nominating committee is now open. This is a position that must be filled by the Board.
 - Following a motion, made by Margaret Lawrence and seconded by Linda Feters, the Board appointed Druzy Casper to chair the Nominating Committee.
 - Kirk will remain on the Nominating committee, but Druzy will chair.
- Jessica Latimer asked, at the Leadership Council meeting, that the Board give permission for May's First Sunday Lunch to be a fund-raising event.
 - Jessica and her hospitality team will provide a Mexican-themed lunch (to celebrate Cinco de Mayo).
 - Cost will be \$7 per person or \$25 for a family of 4 or more.
 - The Board approved this, with the stipulation that, in the future, the First Sunday lunch will not be done as a fund-raiser.

Treasurer's Report

- Treasurer's Report: Due to being in the middle of a move (one home to another), Linda said she had not been able to prepare a written report.
- Bank accounts will remain with Coastal Community and Teachers Credit Union.
 - Navy Army Community Credit Union would require U2C3 to have commercial accounts and there would be extra fees.
 - Coastal Community and Teachers Credit Union seems to have plans for offering more on-line/electronic banking features.
- Kerri provided information about reinstating windstorm insurance and costs.
 - We would not need an inspection.
 - Cost would be \$2581/year if we keep our current deductible (coverage of \$640K for building and \$117K for contents).
 - Margaret Lawrence moved that the Board approve reinstatement of the windstorm insurance, based on the information provided by Kerri Cockerham. Jillian Whitbeck seconded the motion and the Board unanimously approved it.
 - Regarding flood and windstorm insurance: Jillian will contact our insurance representatives to see about reducing the premiums by increasing the deductibles for flood and windstorm insurance.
- Reconciling Budget to Actual Expenses: Linda will provide a comparison of the actual expenses to the budget for use at the May congregational meeting.
- Coordinator for 2015 Service Auction. Due to other obligations, Kerri Cockerham will not be available for this role this year. Margaret will contact Gail Goo about possibly taking the role of coordinator for 2015. Barbara Briody was also suggested as a possible co-coordinator.

Ministerial Search: Next Steps

- Except for a female alternate, all members of the Settled Minister Search Committee have been identified. Linda Fetters will ask Peg Braswell if she would be interested in being the female alternate.
- Angela reminded the Board that all information pertaining to names and locations of candidates for the interim and settled minister positions is strictly confidential.
- Angela will email the timeline and modified version of the Settled Minister's Handbook (created by Jan) to members of the Search Committee.
- Linda reported that the Interim Minister search is on task.
 - All prep work will be completed by the early part of April.
 - The Interim Minister Search committee will meet on April 9 to review progress.
 - Application to be submitted by April 17th.

Worship Planning for May through August/September

- There are currently five weeks open (needing speakers) for the summer.
- Pam and Angela will schedule a meeting to “put pen to paper” regarding worship for the remainder of the summer.

May Congregational Meeting

- Angela suggested that the Board communicate via email, in the next couple of weeks, to set the date for the May Congregational Meeting (required by our bylaws).

Memorial Bricks or Plaques

- The idea of creating a memorial area of bricks/tiles purchased by members was raised.
- Following a general discussion, it was agreed by all that this is a “great idea, but needs more consideration.”
- The Board agreed to table this idea and discuss it further at a later date.

Church Administrator

- Due to personal obligations, Lisa Rosenthal will be unable to continue as the Church Admin after May 31.
- Lisa has been carefully documenting the tasks required for all of her duties.
- All should be “on the lookout” for a possible replacement for this essential position.

Board Receives Communication from Congregation

- Colin Sykes asked about the possibility of having a second service. The board suggested that he talk to the Worship committee about this.
- Debbie Sundermann said that she has been using the website, Techsoup.org, to investigate software solutions appropriate to churches. She said she has found some that meets the following needs:
 - Subscription is based on the size of the congregation and would be about \$10-\$30/mo.
 - Has been vetted by other UU churches.
 - Is more about “people tracking” than “money tracking.”
- Debbie asked that the Board provide her with a letter stating that she is an authorized volunteer. This will allow her to become a registered member/user of the site and will allow her to do more research.
 - Feedback was generally positive. Both Jillian and Linda would like to look into it more and felt there was “lots of potential.”
 - The Board agreed that the Quick Books software we are using for financial tracking is very sufficient (especially since Linda has documented it quite well), but that we really do need a better way of managing membership and directory information.
 - The Board agreed that Debbie should continue her research and report back to the Board in August.

Adjourn: The meeting adjourned at 8:05pm.

Action Items

Date Assigned	Task	Responsible	Status
3/16/2015	Email the timeline and modified version of the Settled Minister's Handbook (created by Jan) to members of the Search Committee.	Angela	
3/16/2015	Email a list of the committees to Jillian for use on the website.	Rev. Pam	
3/16/2015	Contact Gail Goo about possibly taking the role of coordinator for 2015 Service Auction.	Margaret	
3/16/2015	Provide a comparison of the actual expenses to the budget for use at the May congregational meeting.	Linda	
3/16/2015	Contact our insurance representatives to see about reducing the premiums by increasing the deductibles for flood and windstorm insurance.	Jillian	
3/16/2015	Share meeting date (April 22) and time (evening) with Search Committee and get their approval.	Angela	
3/16/2015	Ask Peg Braswell if she would be interested in being an alternate for the Settled Minister Search Committee.	Linda	
3/16/2015	Prepare the worship program for June and July 2015. Speakers have been scheduled through June 21. Schedule a meeting to "put pen to paper" regarding worship for the remainder of the summer.	Rev. Pam, Angela, and Lauren	
2/16/2015	Determine the best way to meet the goals of the Membership committee.	Lauren	On-going
2/16/2015	Create a list of church positions (paid and volunteer) that need to have clearly defined (written) responsibilities	Rev. Pam	On-going
2/16/2015	Create a binder to hold church responsibility information (i.e. who does what in the church). Binder will have sections for each responsible position. (Note: Must first get list of positions from Rev. Pam)	Angela	
2/16/2015	Prepare a set of laminated posters, for display in church hallway, that list the chair and members of each committee	Jan	In process
2/16/2015	Determine meeting times for the interim search team	Margaret	Done
2/16/2015	Determine who will be the Communications committee representative on the Leadership Council	Rev. Pam	Done
2/16/2015	Determine who will be the Worship committee representative on the Leadership Council	Rev. Pam	Done
1/19/2015	Contact a TWIA representative with questions about windstorm insurance.	Kerri	Done
12/15/14	Form an Interim Minister Search Committee	BOT	Done

Date Assigned	Task	Responsible	Status
12/15/14	Discuss Board's questions about future role of Interim Minister with Keith in the settlement office.	Angela, Margaret, Linda, (and Pam?)	
12/15/14	Contact Jennifer Innis (MSR) to determine her suggestion for the time-frame for this second visit "When do you (Jennifer) come back for your second visit, and when do we call in the "Beyond Categorical Thinking" folks?"(asked by Pam on 1/11/2015)	Rev. Pam	Done
11/17/14	Create a list of expectations and guidelines for church cleaning tasks	Rev. Pam & Angela	Done
10/20/14	Send Margaret a "short list" of policies to be developed	Rev. Pam	On-going
10/20/14	Remove references to Phil from website	Jill	On-going
10/20/14	Talk to Joe Pierce about the alarm process	Kerri	
10/20/14	Call alarm company to find out process for changing code word	Kerri	
10/20/14	Meet to discuss the child care process.	Rev. Pam & Angela	Done
09/15/14	Examine current bylaws and will send comments and suggestions to the BOT	Rev. Pam	Done
09/15/14	Hold a special meeting to discuss the Rev. Pam's suggestions for bylaw revisions (contingent on receiving suggestions from Rev. Pam)	BOT	Not needed
09/15/14	Investigate banks that provide electronic transfer and online banking	Finance Committee	Done
08/18/14	Continue efforts regarding use of credit cards on website	Jill	On-going
7/21/2014	Provide the alarm company with an updated list of people to be contacted.	Jill	

Appendix A: Leadership Council Minutes March 2015

LEADERSHIP COUNCIL MINUTES
MARCH 4, 2014 - 6:00-7:30 P.M.

Present: Margaret Lawrence (facilitator), Rev. Pam Allen-Thompson, Joe Pierce, Cindy Forbes, Lauren Cantatore-Causey, Colin Sykes, Bill Randall, Kirk Newport, Debby Sundermann, Harley Doerfler, Robin Kennedy, Jessica Latimer.

<p>SAFETY TASK FORCE</p> <p>Joe Pierce</p>	<p>Joe's task force now consists of himself as chair, Deanne Pierce, David Bartlett, and Lauren Cantatore-Causey. The task force has accumulated a large amount of data from UUA and other sources to use in the formulation of a policy manual specifically for U2C3 safety scenarios. The group's next meeting is planned for 1 hour after church on March 22. Joe reported that the church has an AED (automatic electronic defibrillator) on site. A training session for the congregation in CPR and use of the AED will be scheduled. It is a 2-3 hour course which costs \$40 per person.</p> <p>Harley asked if the church could update the first aid kit(s) or purchase new ones. He added that complete first aid kits are needed in both the kitchen and the nursery. Margaret inquired about the presence and location of fire extinguishers. She stressed the need for all fire extinguishers to be regularly inspected. Joe will check into these two items.</p>
<p>MEMBERSHIP</p> <p>No chair at present.</p> <p>Lauren Cantatore-Causey, MC's representative for tonight</p>	<p>The membership committee is currently without a chair.</p> <p>Cindy Forbes sent a written report that the Circle 6 dinners originally scheduled for March have been moved back to April and May. More people are needed to host, and Cindy, who has picked up the reorganization of this activity, would like to see more church members sign up to attend. Lauren suggested that Cindy or another person walk through the foyer with a clipboard after Sunday services to try to solicit more participation.</p> <p>Christy Stockman has picked up the MC piece of keeping the online directory updated. However, she and Wes will not be able to organize the congregational training session on IGIVE and the training session for the A-V group, as originally planned. It was suggested that perhaps another member of the A-V group, such as Hatcher Chalkley might be asked if he could do this.</p> <p>Lauren has a meeting with Rev. Pam tomorrow to discuss current challenges with respect to the membership committee.</p>
<p>FINANCE, FUNDRAISING, STEWARDSHIP</p> <p>Robin Kennedy present</p>	<p>The finance committees will meet again in early April. In the interim, Margaret will ask the treasurer to send a copy of the most updated budget (after the March board of trustees meeting) to all leadership council members.</p>

<p>SOCIAL ACTION</p> <p>Colin Sykes</p>	<p>At the last meeting we discussed the transition team's request that the social action committee plan some non-major projects which would encourage and/or include U2C3 outreach to the larger Corpus Christi community. Colin was asked to think about one or two such activities and report back to the LC at our March meeting.</p> <p>Colin first reported that our long-running Timons Ministry meal preparation project is now dead. Due to problems with disruptive participants, Timons Ministry leaders have definitely decided not to renew their weekend food service. There was discussion on possible alternative community service projects in partnership with local groups such as Good Samaritan. Lauren suggested that Colin send a letter from the church to Timons, thanking them for the 13-year opportunity to serve on Saturdays.</p> <p>Colin also reported that he had attended (1) a conference in Chicago on income inequality, and (2) a peace and justice gathering in Weslaco during the last month.</p> <p>Two suggestions for congregational activities came out of his trips:</p> <ol style="list-style-type: none"> 1. To organize a speaker and panel discussion at our church dealing with the subject of Islamophobia. Action item: Colin will contact a speaker from San Antonio this week and find out if she can come here for such an event, and to get weekend dates when she could be present. (Target date will be Friday, April 24.) Colin will report back on this at the April 1 LC meeting. As soon as a speaker and a date is nailed down, he will reach out to the local mosque to solicit participants in a panel discussion as another part of this program. Margaret asked Colin to find out what expenses any speaker who could come would expect. 2. Colin met recently with Sue Hastings, David Bartlett, and Rev. Pam. He suggested reforming small groups from different churches locally to visit each other's churches, or possibly hosting a film to be shown here at our church. He also suggested possibly staging a rally to point out income inequality, in a location like Cole Park or a similar place. Discussion on this pointed out the difficulties in organizing such an ambitious gathering. The LC felt that we should focus our energies on smaller, less labor-intensive activities for the near future.
<p>RELIGIOUS EDUCATION</p> <p>Debby Sundermann</p> <p>Lauren Cantatore-Causey, DRE</p>	<p>Debby reported that Lauren and Druzy Casper attended the Southwest Liberal Religious Educators Association conference. Lauren is organizing a church spring cleaning for 2 days during Spring Break, and the RE youth groups will assist in this cleanup.</p> <p>The summer wizarding camp this year is scheduled for June 8-12, from 9 to 4 each day. Cost this year is \$100 per camper (ages 6-12), with prefects (ages 13-15) assigned a discounted fee of \$75. Brochures will be printed next week, the website will go live next week, and letters will go out to all previous camp attendees. Discounts will also be available for families with 3 or more. Lauren will ask the board of trustees for a portion of the profits to be used for UBarU camp scholarships.</p> <p>The next RE committee meeting will be on Sunday, March 29.</p>
<p>BUILDING</p> <p>Bill Randall</p>	<p>Bill reported that he has placed solar lights along the side and front walks and has replaced all perimeter lights. Bill said that lightning affects certain types of lights, particularly compact fluorescent lights.</p> <p>Bill has received a note from Celeste (the church's housecleaner) that she needs</p>

	<p>more vacuum cleaner bags and paper towels, but he had just restocked paper towels. (???) He added that Celeste is requesting "green" products.</p> <p>This report spawned a discussion about purchasing procedures. Bill buys supplies for both the building and the hospitality committees. Margaret reminded Bill (and the rest of the council) to maintain a record of <u>all expenditures</u> for supplies purchased this year, since the finance committee will be tracking 2015 committee expenses and making a report to the treasurer when the 2016 proposed budget is constructed. Lauren briefly described the RE budget and was asked (as an action item) to share her RE budgetary format with Bill and Harley.</p> <p>Powerwashing and painting the building exterior are still on hold, waiting for an extended improvement in the weather.</p> <p>Rev. Pam asked Bill to continue mentoring Harley in the most critical pieces of the building committee so that there will always be a backup person close by.</p>
<hr/> <p>GROUNDS</p> <p>Kirk Newport</p>	<hr/> <p>Kirk reported that he and Hal Loughran had gotten the riding power mower repaired and serviced. It needed a tuneup and new blades at a cost of \$370. Kirk commented that he did not believe that the mower had ever been taken in, so this service was long overdue. As with the building committee, Kirk was asked to keep all receipts and a running total of grounds committee expenses.</p> <p>Kirk will be assisting Bill Randall in powerwashing the exterior of the building when that is able to be scheduled.</p> <p>Kirk took the riding mower in for a tuneup and new blades. He was asked to keep receipts and a breakdown of the money used for grounds maintenance.</p> <p>There are two problems with the marquee by the front parking lot: (1) a burned-out light, and (2) a broken hinge joint which needs to be rewelded or braced. Lauren volunteered to ask Michael Causey to find a solution for these problems.</p>
<hr/> <p>NOMINATIONS & ENGAGEMENT COMMITTEE</p> <p>Kirk Newport, Chair Druzy Casper</p>	<hr/> <p>Kirk announced that since he will probably be tied up with the search committee he needed to resign his position as chair of the nominations and engagement committee. Druzy Casper was not present tonight, but the leadership council unofficially endorsed her as a good replacement for Kirk. As an action item, Margaret will check with the board and talk with Druzy about taking over Kirk's job.</p>
<hr/> <p>COMMUNICATIONS</p> <p>No one present tonight</p>	<hr/> <p>Our administrator Lisa Rosenthal sent a written report:</p> <p>The majority of this committee's focus has been on the web site, going page by page to check for accuracy and relevancy. It is about 2/3 of the way done. It has been updating wording and contact information, and deleting redundant & unnecessary pages. It is also searching new images to update the photo gallery section.</p> <p>A secondary focus has been to continue building the church's new Facebook page so that it is filled with interesting/engaging information: photos, goings-on, sermon titles, etc., in order to serve as a resource for prospective guests/members.</p> <p>The newsletter and weekly e-mail blast is ongoing in its development.</p>
<hr/> <p>WORSHIP</p> <p>Rev. Pam Allen-Thompson</p>	<hr/> <p>Rev. Pam's last sermon here is May 24. The worship committee will be responsible for 4 Sundays in June and 4 Sundays in July, with the next interim minister presenting his/her first sermon on August 2. Worship associates will be responsible for securing speakers for these 9 services, with a designated worship associate at each</p>

	<p>service. The aim is to have all of these associates and speakers identified before Rev. Pam. leaves, so she will be part of that organization. Each worship associate will work with the pianist, A/V team, band, choir director, and - in July - the DRE to plan all of the order of service elements, and send that information to the administrator to finalize and print. Printing may be outsourced. The deadline is the Tuesday before the following Sunday. If the administrator takes time off, she will work with the worship associates responsible for that Sunday so that the order of service can be printed in advance.</p> <p>Any of the worship associates (currently Debbie Cannatella, Kirk Newport, Lauren Cantatore-Causey, Rebekah Poore, Sharon Shapiro, and Brandon Gomez) may seek others to assist with the services in ways that are consistent with the worship culture here. An example is the March 22 service, which will include contributions from Sue Roark-Calnek, Svad Svadlenak, Cynthia Anderson, and Lauren Cantatore-Causey. Druzy Casper will help Sharon Shapiro with the following service. Kirk will mentor Joe Pierce into the worship committee. The aim for including others in the congregation whom the worship associate believes to have talents in this area is strongly encouraged, worship being a community endeavor.</p> <p>Worship associates are encouraged to utilize the talents of children and youth as much as possible, such as having the teens read the children's story selected by the DRE, encouraging the band to find ways to integrate teens from time to time, continuing to find ways to make worship something the children, youth, and young adults look forward to. (The DRE will be off from June 15 to July 15.)</p>
<p>HOSPITALITY</p> <p>Harley Doerfler</p>	<p>Margaret asked Harley for the scheduled date of the kitchen cleaning. Harley replied that it had not yet been set. Harley reported that 2 team leaders and 6 team leaders were needed. (Jessica Latimer informed the LC that Cindy Forbes had just agreed to replace Sue Calnek as one of the needed team leaders.) Harley was not sure of the name of the other team leader who was leaving. (Jessica said that current team leaders are herself, Cindy Forbes, Bill Randall, Linda Fetters, and Mary Gleason.) It was suggested that the people who had been Timons Ministry food workers be contacted to see if they are interested in being on a hospitality team.</p> <p>Jessica suggested that the first Sunday lunch in May be modified into a church fundraiser in honor of Cinco de Mayo. Her team offered to provide all the food and, instead of receiving potluck foods and donations, charge \$7 per person with a group rate of \$25 for a family of 5 or more. She wanted to know if it would be okay to use disposable dishes and plastic utensils for that Sunday only. The consensus of the LC was that it is a good idea for a fundraiser. Margaret will ask the board for official approval at its March 16 meeting.</p>
<p>No transition team report - no one present.</p>	<p>NEXT LC MEETING: WEDNESDAY, APR. 1 - 6:00 PM - RE CLASSROOM</p> <p><i>A reminder to all that we should always stay in covenant with each other! :)</i></p>