

# UNITARIAN UNIVERSALIST CHURCH OF SARASOTA

## BOARD OF TRUSTEES

Meeting Minutes February 19, 2019

**Attending:** Ward Pallotta, Dale Anderson, Ava Whaley, Sharron Howard, Ed Loomis, Anne McFarlane, Bob Kester, Dick Happy, Mary Lou Keller

**Staff:** Roberta Druif, Roger Fritts, Catherine Bonner

**Member guests:** Karen Bush, Christine Sensenig

**1. Welcome & Check In:** Ward opened the meeting at 7pm. Ward asked Board members to share significant life events and what our church family means to them. Cards for Claudia and Nancy Thomas were passed around and Ward announced that Claudia will be addressing the congregation Sunday the 24<sup>th</sup> on behalf of the Stewardship campaign.

**2. Review/Approval of Minutes:** The minutes of January 15, 2019 were approved as submitted.

### Administrative Reports

**3. Treasurer's Report:** Based on a unanimous recommendation from the Finance Committee, Dick moved that a \$95,763 gift to the church from an anonymous donor be transferred, minus the current pledge, to the Endowment Fund. **The motion passed unanimously.**

**4. Director of Finance/Operations:** Roberta reviewed YTD actual vs. YTD budget figures. Based on assumed end-of-year results, she proposed a 2019-20 budget of \$671,634. **A motion to accept was seconded and approved unanimously.** A budget revision will be done by May if needed so that the new budget reflects actual revenues, based on Stewardship results. The proposed budget increase of nearly 6%, \$37,000, over projected costs is based on the addition of part-time ministerial staff as well as cost-of-living increases.

### Old Business:

**5. Strategic Plan Update:** Dale reviewed Board goals and progress on their completion. A formal volunteer recognition program, ADA audit, storm readiness and evaluation to strengthen advocacy are complete. Ed requested that leads on completed tasks submit a summary of their progress and details of their program. Several other goals are in progress and will be worked on next year.

**6. Personnel Policy Review:** Christine Sensenig presented her recommendations for changes to the personnel manual, based on Federal, State, and Sarasota law and our UU principles. It was agreed to reconvene to discuss

her recommendations. Points of discussion centered around time off records, vacation and sick time, and the use of personal electronics.

**7. Ministerial Search:** Dale distributed the schedule for the second ministerial candidate the weekend of February 22-24. Board members are invited to meet the candidate at a luncheon in the Reeb Room on Saturday, February 23 at 11:30. A special Board meeting will be held on February 26 for the Board to discuss the candidates and make a selection.

**8. Mission Statement:** MaryLou reported on efforts to write a mission statement and submitted four options, plus the one written last year. She asked for Board input. She and her group will present three variations and solicit congregational input in the courtyard. A congregational vote will take place after the annual meeting.

**9. Stewardship:** Ward announced the "We Are Family" theme for this year's campaign. He is encouraging early pledging by giving away six parking places to those who pledge by March 1. The campaign has a presence on the website and Ward asked for bakers for the pastry party to be held March 17, 2019.

**10. Adult Education:** Anne informed the Board that the list of adult education classes is robust and the two leaders are very enthusiastic. She is encouraging them to add others to the committee since Adult Education and small group activities are a very important part of the church and a larger committee would insure the longevity of these programs.

#### **New Business**

**11. Ministerial Transition:** Roger requested that a Transition Committee be established to support the church through the ministerial transition that includes Roger's departure, interim minister and the new settled minister. **A motion was made and passed unanimously.**

**12. Board Nominees and Terms:** Some ambiguity exists over how many terms and in what capacity a Board member may serve. It was decided that the new Board would work to clarify this issue. After conferring with Jim Craig and Bill Geller, it was determined that our current bylaws dictate four openings on the Board next year to fill the seats of Claudia, Mary Lou, Ava and Ward. Nominees for the Board, who need to be approved at the annual meeting, are: Bob Clapp and Ron Hertenstein with Karen Bush (VP) and Brian Berry (Secretary) as officers. Dale Anderson (President) and Dick Happy (Treasurer) will also be on the ballot. The Finance committee has requested that a Board member be designated to attend their meetings. It was decided to wait until the new Board is approved to designate that person. Ward will continue to serve in the meantime.

The meeting was adjourned at 9:05 pm.

**The next Board Meeting will be held March 19, 2019**

Respectfully submitted,

Ava R Whaley





