

Unitarian Universalist Fellowship of Clemson

Minutes – BOT Monthly Meeting

March 31, 2019

12:00 PM in the Founders House

Board Members present: Art Campbell, Terre Balof, Dave Sanders, Bing Johnson, Renee Mendola, Christine Prado, Mandolin Bright, Scott Jaeschke, Tom Hiebel

Staff present:

Members present:

Guests:

➤ **Call to order at 12:15 pm**

➤ Welcome and Check In

➤ Reading and Chalice Lighting

➤ Approval of February Minutes

Move to approve the February minutes as written.

Motion: Tom Heibel

Second: Christine Prado

Passed by 9 members

➤ Standing Reports:

▪ President's Report

- Update on process for porch renovation – designs will be drawn up soon and budgeting for project to take place
 - Replacing or repairing oven in founder's house discussed project that may be incorporated with porch renovation – Renee recommended an appliance repairperson
- Art met contractor at Home Depot to order materials needed to replace back door of Fellowship hall and provided overview of process of having the job quoted to the board (i.e. W-9 form)

- Update on safety enhancements – Jordan Mann’s First Responder Manual distributed to the board for review – Art will follow up and see where we are with training of six individuals who agreed to be trained as first responders
 - Charter for the safety committee discussed – distinction between security needs and first response needs

- CFO’s Report
 - Budget that we have now has additional areas added that need to be executed – first responder training was included in this, and there are some other safety concerns (fencing around children’s areas) that need to be addressed – AED was budgeted and training for this was discussed

- Minister’s Report
 - UUFC Pledge Committee has been meeting and has plans for keeping this on the front burner – table in social room, reading, etc. – providing regular updates to congregation was mentioned
 - Faculty member from Clemson spoke with Terre about signing a letter in support of immigration and sanctuary congregations
 - UUFC will have a table at a fundraiser for Habitat for Humanity
 - Islamic Awareness Dinner will be held on April 12th – recommended that we put invitation in the weekly connection
 - Plans for a Care Committee
 - Volunteer recognition service held at end of May – Terre suggests that some of the board members be featured in this service to talk about the experience of volunteering rather than depending on staff to do so (as has been custom) – date would be May 26th

- Council of Committee’s Report
 - Nothing to report aside from intentions to revamp the website (Old Business item)
 - Council of Committees may be
 - Budgeting for 2020 to begin soon (approx. July)

➤ Old Business

- Report on Auction

- Items are coming in, currently ~\$4,000 worth – Canadian condo dates are for end of May 2019 so need to go ahead and get the word out about this
- Report on Long Term Building Infrastructure Program
 - Asset inventory has been taking place – getting model and serial numbers off of appliances and working to determine service life of these items. This will help us stay ahead of the curve on facilities that may need to be replaced/upgraded
 - Funds available for these projects discussed – capital equipment fund is accumulating but there hasn't been steady accrual
 - Long-term project is giving consideration to what we want building to look like in ten years, rather than maintaining status quo
- Develop a Small Committee to Revamp Website
 - Moved to April meeting for discussion
- Stewardship Chair 2020 Pledge Campaign
 - Recommended that Ed Proux be invited to give the sermon for the kick-off of the stewardship campaign
 - Looking for suggestions on new person to lead campaign as Elizabeth Branstead has offered to help but wishes to step away from leading
- General Maintenance Phone Procedure
 - Plan is to have three numbers that would be operating on a call system – Becky, Terre and a maintenance number
 - Regarding maintenance, attempt is to move away from the ad hoc handling of facility issues and have people designated to address them, ensure the right person is contacted

➤ New Business

- Name Porch Room at Founder's House
 - Some suggestions include "Riley Room" or "Riley Stevens Room"
 - Moving to old business for future meeting
- Develop Strong Alcohol Policy
 - Members have run into issue of not being able to use building for certain events because of alcohol/liability issues
 - Possibility to rent building out to raise money but there needs to be clarification on

- what is permitted regarding alcohol on the facilities
- Policy for building use says no use of alcohol without prior permission and refers to the current alcohol policy, but clarification is needed on obtaining coverage for events
- Scott suggested making this available online, referring people who are interested in using the building towards added resources for acquiring liability insurance for events
- Finance Council will make recommendation on amount of liability insurance required for rentals
- Tom: Need to ensure that policy sufficiently conveys responsibility of ensuring alcohol is not left unattended

- Replacement for Trading Post Leader
 - CoF: Trading post money has been going to an account not in our balance sheet - ~\$400 needed to restock inventory – trading post is accumulating money but no profitability analysis has taken place
 - Seeking new person to head up trading post
 - Mandolin: Requested information on the origins of the trading post, how it started, who has been involved, etc. – suggested there might be potential for a larger engagement opportunity here, possibility of expanding it

- April 14th Recognition
 - Bing recommends having a meeting in the Social Room following with some celebratory element added

➤ Announcements

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➤ **Adjourn at 2:23 PM**