

7/18/13 Board minutes DRAFT

In attendance: Jim Beebe, Lorraine Olson, Dave Kiebert, Irving Yabroff, Jim Stahl, Kathryn Wood, Bert Olson

Jim Beebe lit the chalice at 7pm
Check in

Old Business

Discussion of May meeting minutes, and question of when annual meeting decisions take effect. Future ballots will include the wording of when the election decisions take place.

Minutes approved.

Status of ad hoc group on Design for Church Experience. Kathryn recruited the group and they are set to begin after the summer. The group is comprised of Merritt Benson, Monica Hege, Lynn Golbetz, and Elisa Aldridge (who just started attending UUFLG but is not a member yet).

Elisa.aldridge@gmail.com 650-799-6552

Rev. Lisa and Fa Jun have volunteered to assist the group.

Action: Bert will talk to Monica Hege about the group's purpose.

Lesson learned from County Environmental Health experience: PSA for the Roy Zimmerman service and picnic caught the attention of the Santa Clara Health Board. When the public is invited to our events, a health inspector is supposed to come and examine the food being served, at a cost of \$275 plus overtime for Sunday. Bert was able to convince them that this was our own event, not public. With public events, we should not publicize if food is served.

New Business:

Job description for Office Administrator, Sharon Potts

Review of job description and discussion of her limited hours--she should not be asked to take on more than her listed responsibilities.

Policies

List of policies that are on the UUFLG website. Each board member is taking 2 of the policies to review and report back, suggesting improvements, at the next Board Meeting. See list of who is doing which, in Action Items below.

Facility use and rental: renter requesting overnight stays in the building on Friday nights. Board discussed the issue and reached a consensus that the idea is ill advised, liability is a problem, and future rentals could be jeopardized. Jim B. will write to Sharon Potts to tell her the idea has been disapproved.

Succession plans for committees: discussion of setting a policy to encourage committee chairs to train a successor. Idea of having a committee chairperson send resignation to Bert, who can then appoint a successor.

Action: Bert to remind committees about their reports.

Additional discussion on keeping church-related documents at the building. There are a variety of ways to keep documents, archives, whether through the "Cloud," Google Docs, templates for the sanctuary video screen, etc.

Paying members for their work: unspoken policy is that we are all volunteers. This will be added to the control of donations policy.

Report from Jim Beebe on "Mystery visitor" from the PCD, usually done when the congregation is looking for a new minister, and usually visiting the building. Jim proposes asking someone, perhaps a visitor who is interested in attending, to look at our website to react to it. Jim Stahl suggests asking our new ad hoc committee to take on the task.

Mural on the retaining wall: concrete wall at the base of the new fence between the parking lot and the house next door. Jim Beebe to talk to buildings & grounds committee.

Sharon Potts' question about renting to the Serendipity Choir. Normal rental for 1/2 day in the sanctuary is \$250. Approval needed for the \$200 per month rental with a provision that they sing for us on Sundays periodically. Board approves. Finance committee will work with Sharon on percentage amounts that she can offer as rental discounts, and report to the Board next month.

Jim Stahl reported on operating reserve surplus. Finance committee proposes re-instating full fair share donation to the UUA and PCD, transition of membership database to an on-line version, and begin re-payment of the remaining loan. Also budget increase from rentals from 6k to 12k. Expected reserve for this FY would be 15k. Board votes to approve the Finance Committee's revisions of the budget.

Action items:

Bert Olson to contact Monica Hege and discuss the purpose of the Design for Church Experience group.

Bert Olson to remind committees about sending their reports, and begin discussing the succession ideas.

Jim Beebe to discuss concrete wall mural with the Building and Grounds Committee.

Jim Stahl to work with Finance Committee and Sharon Potts on rental amounts and suggest the discounts she can offer.

Policy reviews:

Committee on Ministry Policies: Lorraine

Control of donations, modifications and posting of notices: Lorraine

Election and Voting Process: Jim B.

Personal Safety and Prevention of Abuse: Bert
Subscribing to and Posting Notices on the Public Email Lists: Bert
Finance and Bookkeeping: Jim S.
UUFLG New Member Induction: Dave K.
UUFLG Website Review and Update: Jim B.
Updating Membership List: Dave K.
Board Operating Practices: Jim S.

Next meeting: Thursday, August 15 at 7 pm

Meeting adjourned at 8:53