

UUFH Board of Trustees
August 15, 2011
Minutes

Present: Bill Houck, Royal Forest, Ken Buley-Neumar, Susan Kenler, Kathryn Johnson, David Sussman, Jennifer Sappell, Carolyn Freud, Paul Ratzlaff

Absent: Michael Goldsmith, Matt Barish

Reports:

Minister's Report - See Attached.

President's Report - See Attached.

VP Report - See Attached. Also, RE needs Co-chair, Adult RE needs members, SPC needs one more member, Lost 2 Cluster Co-ordinators (David Silver and Helene Holtz) and one Co-Chair (Jayne Alexander - membership). They have resigned. Looking for Assistant Treasurer and a Canvass Chair. Royal is working with the Nominating Committee. Perhaps an ad in the Beacon? DRE - See Attached.

Treasurer's Report - See Attached.

Minutes Approval from 7-18-11. Kathryn made a motion to accept. 2nd by David. Passed.

Staffing - Child Care Compensation - Workers are now employees. Carolyn is their Supervisor. Carolyn will have a conversation with the staff.

Interim Minister Search Committee - Jennifer Sappell, Kathryn Johnson, Bill Houck. Royal made a motion to approve above people for the Interim Minister Search Committee. Seconded by Susan. Passed.

Personnel Policy Manual - Personnel Manual has been revised. Changes were highlighted.

*Jennifer made a motion to approve Personnel Policy Manual. Royal 2nd. Passed.

Received Resignation letter from Office Administrator on 8-15-2011. Personnel will write description of Job.

30 hours a week, Part Time Full Time Benefits, Prorated to $\frac{3}{4}$ Medical Plan available, Pension after one year. RE Assistant and Flash responsibility will be included in this job.

Salary Range: 23,280 - 31,600.

*Jennifer made a motion to approve description and salary for Office Administrator based on UUA GEO Index 5 for Office Administrator Midsize 2 Congregation. 2nd by Susan. Motion Carried.

Building Use - Little Learner's Day Care - Please refer to President's Report. Draft leases have been forwarded to Building Use Committee and to Michael Goldsmith. If they are comfortable with the terms and applicants, Board can approve the lease. Bill will call for references. A rider was prepared to the standard lease. Building Use will recommend and Board will approve said lease. Board endorses and agrees to proceed with the rental. Bill will proceed. Negotiations of rooms will be a future issue. Rent will be \$2100a month, \$18,000 net. Background checks need to be done. There are also leaks in RE rooms after heavy rains. Roof needs fixing. Carolyn

needs to meet with new renters. Bill will look into safety issues in regard to new RE room tenants.

In regard to Roof - Castle Care wants to get quotes for repair. Critical - Royal will tell Castle Care to get the quotes.

*Disposition of Surplus to Facilities Reserve - Motion made by Susan, 2nd by David. Motion carried.

Approval of Bob Bader to serve on Endowment Committee - Bob is continuing for 1 more year on Endowment after which his 2 terms are complete. He may only serve again after a lay off of one year.

BOW Nominations - Reba is the only member and needs 5 people. a number of people were mentioned. The Board endorses all names mentioned. Names endorsed were suggested by the Nominating Committee. Jennifer and Royal will do the asking and Royal will follow up.

Canvass Pledge Drive Sunday Kick Off Date - March 18, 2012. Celebration Sunday.

Information Updates:

Cluster Updates - See VP Report

Growth and Vitality Map Status - On hold until September Board Meeting.

Stewardship Review - We are serious about organizing a year-long Connections based, inter-generational group ministry called Neighborhood Circles.

Need new emergency Contact Person for Police and Fire purposes. Lynn Cryer said yes. COCM Report by Board Members - ongoing.

Huntington Awareness Parade and Fair - September 17th. Royal will follow up on the Sponsorship issue and if we need a sponsor. 10am - 5pm. Royal is attending and coordinating.

Living Our Principles - Royal (Art) and Susan (Susan P) are working on it.
Secretary's Reminders - same as July.

Deeds Well Done - Green Sanctuary Initiative - Cynthia Chaffee, David Sibek, Annabel Caner. David will write.

Volunteer for opening and closing next Business meeting - Royal
Meeting Adjourned.

Respectfully Submitted,

gerri Farrell
Scribe