

**San Gabriel Unitarian Universalist Fellowship
Board of Trustees Meeting Agenda**

Date: April 9, 2016

Location: Fellowship House

Call to Order

The regular Board meeting of the San Gabriel Unitarian Universalist Fellowship was held on Saturday, April 9, 2016 in the Fellowship House; Ms. Jennifer VanBuren, holding the position of President, was present as chair. Keith Hutchinson took the minutes for the meeting since the Secretary was not able to attend.

The Board Members present were:

- President: Jennifer VanBuren
- Communications: Ben Torres
- Facilities: Keith Hoaglund
- Past President: Keith Hutchinson

Board members not in attendance: Sean McClurkan (Vice President), Michele O'Donnell (Secretary), Martha House (Treasurer), and Rachael Jonrowe (Social Justice)

Also in attendance: *Ex Officio* - Reverend , Mark Skrabacz

Guests: None

Minutes/ Secretary Report

The March minutes were approved as presented.

Committee and Board Member Reports

Treasurer Report

The Revenue and Expenditures Report through March 31, 2016 and the March 2016 Balance Sheet were reviewed and discussed. The Bank Balance sheet shows a balance of \$ 162,023.49. Keith Hoaglund moved to accept the reports as presented. The motion was seconded by Jennifer VanBuren and approved 4 – 0. Reports are on file.

Minister Report

The Minister's report is placed on file.

President Report

Jennifer VanBuren reported on feedback regarding the forum in which the new vision and mission statements were presented on March 20, 2016, including that there was inadequate notice of the meeting and questions about the process for revising the vision and mission statements. Jennifer asked board members to review the current bylaws and make suggestions if any changes to the bylaws are needed. Based on this input, the board will determine if changes to the bylaws should be proposed for the next annual meeting in December.

Past President Report

Keith Hutchinson proposed a monthly forum to be held after the Sunday service to address topics of interest for the congregation, such as the budget process, special projects, special events, capital campaigns, programs, or other general

topics. The goal of such forums would be informal discussion and congregational input, not decision-making. An initial set of forum topics was proposed: May 15: budget input; June 5: religious education program; July 10: patio project. Keith will develop a draft handout for the May 15 forum on the budget and send it to the board for review.

Vice President Report

The Board discussed an email proposal from Sean McClurkan for the use of prepaid cards for the use of making purchases for the fellowship. One option is the use of Pex Cards: <https://www.pexcard.com>. Cards are based on a flat fee per month of \$20 for multiple cards. From Sean:

“I think something like the PEX Card system linked below could work well for our fellowship. It's a system of prepaid cards managed by the Fellowship and given to members who are granted spending authority. This would allow the treasurer to manage disbursement of funds to individual cards, set limits on spending, set restrictions on what kind of spending (e.g. fuel, printing, office supplies, maintenance supplies, etc.), and synchronize the card management into QuickBooks. Funds can be applied to cards by the treasurer from our bank account, or returned to the source bank account if necessary. All the card activity can be tracked and managed in real-time, itemized in reports and imported into our QuickBooks accounting. This system would allow our committee chairs, or other authorized spenders, to make necessary purchases without having to expend their own funds, bother the treasurer for reimbursements, and without directly accessing the Fellowship's bank accounts or a credit card issued directly from our accounts.”

Jennifer responded to Sean’s proposal with some emailed questions about the use of the prepaid cards.

Stewardship Committee – No written report presented during this meeting.
Membership Committee – No written report presented during this meeting.
Social Committee – No written report presented during this meeting.
Caring Committee - No written report presented during this meeting.

Social Justice Committee Report

No report presented during the meeting.

Communications Committee Report

The board discussed recent videos by Ben and Rev. Skrabacz. Ben also reported that he has been assisting Membership at the welcome table on Sundays.

Facilities Committee Report

Keith Hoaglund reported that he successfully evicted a squirrel from the attic of the sanctuary building and attached a strong screen to a vent to prevent critters from re-entering. He also reported that the contract for resurfacing of the parking lot is ready to be signed by the contractor. A bid and selection process was completed earlier.

Actions and Directives:

Jennifer reported that a search continues for a new Treasurer to fill the vacancy that will be left by Martha House when she leaves Georgetown next month. Bobbie Wooll has agreed to assist in the short term. Having talked with the Minister and the Finance Committee, Jennifer offered that the Board should consider the hiring of a part-time bookkeeper to fulfill some of the Treasurer duties. Jennifer will talk with Shirley Wentworth and the Finance Committee about the process to hire such a part-time position. A volunteer Treasurer who would fulfill some of the current duties such as attending board meetings has not yet been identified.

A motion by Jennifer VanBuren to appoint Michael Sebald to serve as a member of the Committee on Ministry. Seconded by Keith Hoaglund. Approved 4 – 0.

Motion by Jennifer Van Buren to support Jean Pupke as a nominee for the position of UUA President. Jeanne Pupke is the Senior Minister of First Unitarian Universalist Church in Richmond, VA. After a long corporate career in the 1980s and 1990s, Jeanne graduated from Meadville Lombard Theological School, our U.U. seminary in Chicago in 2004. Jeanne served a number of churches in the Northwest and has served on the Unitarian Universalist Board as a Trustee at Large and chaired the UUA Finance committee. She is involved in service to our national U.U. efforts, the U.U. Ministers Association. Ben seconded the motion to support Jeanne Pupke's nomination as UUA President. Motion approved 4 – 0.

New Business:

None.

The next regular Board Meeting will be held on May 14, 2016 at 1:00 p.m. at the Fellowship House.

The meeting was adjourned at approximately 3:00 p.m.

Submitted by Keith Hutchinson, serving as temporary substitute for the Board Secretary.