

Board Minutes – May 20, 2012

Amarillo Unitarian Universalist Fellowship

Board Meeting

May 20, 2012

Members present: Terre Moore, Eric Berg, Ryan Webber, Minnie Venable, Martin Sauer, Krista Lee, Cyndy Walton.

Incoming Board members present: Marilyn Van Petten, Danny Dobervich, B J Opperman.

Committee chairs present: Wes Phillips, Dick Moseley, Martha Baird.

Rev. David Green present.

The meeting was called to order by Eric Berg.

The minutes for the March board meeting and the minutes for the Annual Congregational meeting in April were presented. (April board meeting not held as no quorum present.)

Motion: Ryan Webber moved that the minutes of both meetings be approved as presented, with the congregational meeting minutes approved on behalf of the congregation. Martin Sauer seconded the motion. All approved.

Treasurer's Report:

Eric pointed out that our income for the past month was over \$10,000, which is what it needs to be every month. Dick Moseley, Chair of Finance Committee, pointed out that during the development of the new annual budget, he realized that, while we have withdrawn over \$30,000 from our money market account, only about \$14,000 can be accounted for in the financial reports, and we cannot determine what happened to the other \$16,000. **Action item: Eric will call Lucy and attempt to determine what the discrepancy is.** An audit is needed at the end of the fiscal year (end of May). If Lucy can explain the discrepancy satisfactorily, Eric may ask a qualified congregation member to perform an in-house audit. If the discrepancy is unaccounted for, an outside auditor will be considered. The financial reports for March and April will be filed for audit.

Committee Reports:

Social Action: Martha Baird reported that she originally understood that we will not be collecting food for the Snack Pack program during the summer, and proposed that we consider the African Community Services request for soccer balls and shirts and ESL workbooks for Somali immigrants in Amarillo as a summer project. However, we learned that there is still a need for peanut butter to be collected during the summer, as the Snack Pack program is expected to be extended to junior high students next year (currently Pre-K through 5 grades are served). Ryan calculated that the African Community Services project would take about \$800. We agreed to support the project in principle.

Action item: Martha to get specific information about when soccer equipment is needed, when ESL workbooks are needed, and specifics on costs, etc., and email that information to board members for a possible email vote.

Cyndy Walton reported on progress on PrideFest to be held at AUUF in June. Activities have been secured, a concessionaire secured, and 10 cases of soft drinks donated, if the Fellowship is willing to provide volunteers to sell drinks. We will need a \$10 City Permit to sell the drinks, and some coolers or troughs with drains to meet the code requirements for selling. **Action item:** Martha Baird agreed to coordinate AUUF volunteers for this purpose.

Cyndy has volunteers from Potter County to help clean up. Activities will be held indoors and out; nursery area will be secured closed to avoid having to sanitize that area.

We acknowledged that we are slackers; we failed to meet the time frame for providing feminine hygiene supplies for Opportunity Conference.

Building Committee: David had already reported by email to Martin and Ryan that there was a leak in Chandler Hall during the recent rains. **Action item:** Ryan and Martin will do what is necessary to repair and seal leak.

Ryan reported on his research on hot water heaters that it will cost about \$600 to purchase an on-demand electric water heater so that we will convert to an all-electric building, but that we should save quite a bit by installing the on-demand unit. **Action item:** Ryan will purchase, and he and Martin will install, the new unit. This will be done during the first weeks of the new fiscal year beginning next month.

Membership:

We concluded there must be no new members, as Nancy Stephens is not present. Minnie reported that the majority of the newly-printed Membership Directories must have been thrown away; Nancy had searched everywhere possible and could not locate them. Nancy had stored them in the cabinet under the coffee counter.

Pledge Committee:

Minnie reported that we had received a total of \$100,362 in pledges, with a total of 67 pledging units.

Publicity:

David reported that he had asked a graphic designer who works for Ellen to provide an ad for the Amarillo Little Theatre program for the coming year. Motion: Ryan moved that the Publicity function be separated from the Website committee, and that the Publicity committee handle such business in the future; Martin seconded the motion; all approved.

Old Business:

Website/newsletter content:

Martha reported she is once again able to do submissions for the website. David stated that members, especially committee chairs need to be responsible for sending in content for our newsletter, which is sent out every Sunday, and which is **dependent on members** for content, as there is no editor. Martha says committee chairs should put info on website themselves, and if they can't figure out how to do it, send info to her at submissions@uuamarillo.org.

Dwight Brown Leadership Experience:

Eric reported that Claudia Stravato and Brandon Boyd have agreed to attend DBLE this summer. Related to this, he reminded Ryan to have Cathy, administrative assistant, open and scan all mail to the Fellowship, and if there are deadlines to contact the appropriate person, or Ryan, about such. More info will be arriving soon confirming that these two applicants for DBLE have been accepted by our District, as well as a deadline for sending in our congregation's share of the payment for DBLE.

Old Business:

David has spoken to Jerry Goebel about assistance with selection of chairs to replace current ones. David wants to publicize the need to raise funds by membership subscriptions. Motion: Cyndy Walton moved that we give David and Jerry authority to select chair model, with arms and stackable, with final approval of purchase to rest with board once selection made and costs, fundraising, determined. Motion seconded by Terre Moore. All approved.

New Business:

Ryan reported that the computer in the office needs to be replaced. There is about \$50-100 left in this year's budget, but she needs it immediately as she uses it every week to get the order of service printed. Motion: Cyndy Walton moved that we purchase another computer tower to be loaded with the appropriate software, with a ceiling of around \$500 including software if needed. Krista Lee seconded the motion. All approved. **Action item: Martin will purchase needed equipment immediately; Ryan will load appropriate software tomorrow, so that new computer is usable this week by Cathy.**

There was some discussion about protecting data from loss by backup. **Action item: Martha and Martin will ensure that some system for backing up information on computer will be put into place.**

There was discussion about who has authority to get rid of unneeded items stored in building; consensus was that it was the judgment of those doing the cleaning, as we have very limited storage space. Ryan will remove old speaker's stand from storage shed this afternoon; it will be donated to the City. Likewise, two tables from Mary Emeny previously used for candles on podium will be removed by Cyndy Walton and Minnie Venable.

Ryan also reported he is planning a Board Retreat for either the first or last week in June. He also reported that he will be finding someone to replace Pam Mayes, who had not agreed to serve as Trustee, but thought the Annual meeting was not the occasion to bring up that subject. Ryan also wants to have some kind of Retreat for Committee Chairs once he has all those positions filled.

The meeting was adjourned.

Next meeting: June 10, 2012

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