

Board Minutes – September 9, 2012

Amarillo Unitarian Universalist Fellowship

Board Meeting

September 8, 2012

Called to Order at 12:30pm by Ryan Webber

Members Present: Eric Berg, Martin Sauer, Danny Dobervich, Kenny White, Ryan Webber, Cyndy Walton, Marilyn Van Petten,

Members Absent: BJ Opperman, Nina Stein

Committee Chairs Present: Claudia Stravato, Nancy Stevens, Sarah Brown, Mary Kay Wells

Minutes: Motion to approve by Marilyn Van Petten; second by Danny Dobervich. Approved as presented.

Financials: Ryan Webber will speak to bookkeeper about reporting expenditures by Committee. Eric requested re-consideration of some expenditures that may need to be re-categorized. Ryan is to look at past Discovercard statement to move cost of new projector from Building Maintenance to Audio-Visual category and check on Kitchen etc supplies which seem to be excessive & may need to be moved also. Updating and clearer focus on recording and accounting for needs, receipts and purchases. It would be helpful for a new line item to be added to the Financial Report for "Communications".

Approved for filing.

Discovercard: Eric Berg originally signed for the cards. He suggests today that we should not support the Waltons as being the wealthiest family in the country. He further suggests today that we change our credit cards from Sam's to Amarillo National Bank.

Committee Reports:

Financial:

Eric Berg reports that pledged income is lower than expected, unpledged income is higher than expected. All other is found to be in good order.

Stewardship: Minnie Venable & Claudia Stravato will be beginning to "ramp up" for the campaign. The Stewardship Campaign is under the auspices of the Financial Committee.

Communication: Kenny White reminds us that there will be a training for Board Members next Sunday, Sept 16, following the 11:00am service, regarding the use of the website. The responsibility for entering specific news, (ie illnesses, happenings within families, etc) rests with committee chairs & board members.

The AT&T modem needs to be replaced; Cathy will be asked to contact AT&T to take care of this.

A new router needs to be purchased so Kenny White can take his home.

Caring: Mary Kay Wells reports that Diane Moore is currently home from re-hab. She is working on walking with walker or cane, which may or may not be possible.

Sheryl Pittard is currently in the hospital. Committee is caring for her cats. Possibly will be discharged in 3-4 days.

Jeff Davis's mother has recently been placed in Hospice.

Danielle Dallas is home from Dallas and recovered, at home and doing well.

Membership: Claudia Stravato reports that Linda Cook is sending handwritten notes to all visitors and to people who have "fallen away" to encourage them to return.

Personnel: Annual review for Cathy Procter was done last week. Sometimes during the day she receives personal phone calls or texts. Suggestion is to change the Office Manager from hourly wage to salary so that she can be here basically 9-12 on Mon-Wed-Fri and all assigned duties are completed and not feel anxious about being here extra time. Budgeted hourly amount has been \$700 per month: in July & August she was paid \$750 & \$775 each due to overtime. Proposal is to increase her annual salary to \$9000 from \$8300 as currently budgeted.

Eric Berg reminds us that the Office Manager has only two supervisors—the Minister and the Board President. Anyone who wants to request her time & expertise for extra projects should go through them.

Motion: Eric Berg recommends that we increase the budget for Office Manager to \$9000 and that we change the position from an hourly wage to a salaried position, at \$750.00 per month. Any tasks that she is requested to do which are additional to her "normal tasks" as outlined in her job description will be compensated at her hourly wage and charged to the committee which has requested the extra work. **Seconded** by Danny Dobervich. **Approved.**

Building: Martin Sauer is experiencing several life changes and is considering resigning as Chair of the Building Committee. Ryan Webber will talk further with Martin and with Tad Clay about this. The soffits have been repaired. The water heater still needs to be replaced. There is still a list of items that need to be repaired. We have mentioned them in previous meetings.

New Business:

David Green will be moving his personal items from his current on-site office in order to free the space for use as a classroom. He will continue to use the room during the week when he is here.

Publicity: Ellen Green has asked for clarification: Which events shall be promoted as Fellowship events & which are not our responsibility?

Motion: Martin Sauer offers motion that events that are planned by committees or covenant groups shall be promoted by the Publicity Committee; events which are initiated or planned by anyone else, whether individual members or someone outside the membership, will not be promoted by the Publicity Committee.

After much discussion, the motion was tabled for consideration at next month's meeting.

Meeting adjourned at 2:02pm. Next meeting Oct. 14, 2012 at 12:30pm.

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