

Amarillo Unitarian Universalist Fellowship
Board Meeting Minutes
August 11, 2013

Members Present: Keralee Clay, Larry Campbell, Martha Baird, Vicki Schoen, Martin Sauer, Cyndy Walton, Eric Berg, BJ Oppermann

Members Absent:

Committee Chairs Present: Kristy Fuller, Nancy Stephens, Marilyn Van Petten

Guests: David Green, Nina Stein

Meeting Called to Order at 12:30pm by Keralee Clay

Minutes: Motion to approve as corrected by Eric Berg, second by Vicki Schoen, **Approved**

Financials: Approved for Audit

Eric Berg recommends that new line items be added under “Temporary Restricted Access” funds within the Financial Reports. Motion by Martha Baird to add the proposed line items, which will be designated as a “Memorial Fund”, “Donation for Audio Visual Equipment” and “Donations for Building Modifications.” **Second** by Eric Berg. Motion **approved.**

When reviewing financial reports, remember that some people make their complete pledged amount in a single payment, often at the beginning of the year.

Eric Berg also reported that we now have the ability to accept payments by credit or debit card. **Note to Cyndy: Eric told me today that it will be credit cards only, not debit.** It is important to let people know that 2.75% of the donation will be deducted by the donor’s bank as a charge to their account and that the 2.75% will not be deposited to our account or credited to their pledged amount. The “Square” does not send us the name of the person who makes the transaction, so the individual must give us the last 4 digits of their card, in order to track donations. Eric Berg, Vicki Schoen & David Green will work out all the details.

Committee Reports:

Building Committee: Tad Clay reports that the contractor will begin the work of bringing our building into compliance with ADA standards very soon. The outside doors will be done first, followed by the bathroom remodel, which will require the bathroom to be out of use for approximately two weeks.

The Building Committee will begin meeting on the first Thursday of each month at 7:00pm.

A donation has been received designated for purchase of a bicycle rack which Tad Clay will purchase and install outside the fence around the patio. **Note to Cyndy: He did say when work would begin, but I don't remember which month.**

Doors continue to be left unlocked. Tad Clay will work with the contractors to upgrade our outside doors.

The Building Use policy needs to be reviewed & updated. Tad Clay & Eric Berg will review the policy. Martin Sauer, Kristy Fuller, Eric Berg, Tad Clay will stop and check the doors periodically during every week.

Membership Committee: Marilyn Van Petten reported that the responsibilities of the Membership Committee include greeting and coffee making as well as several other duties. She presented samples of the newly revised postcard which is sent to every guest thanking them for visiting, as well as samples of the updated "Committees" recruitment brochure.

Marilyn Van Petten also presented an updated list of "Steps to Becoming a Member". She and Martha Baird will complete the revisions and obtain newly printed versions to be available in our lobby.

Keralee Clay & Marilyn Van Petten will collaborate on development of a training process for Greeters.

Old Business:

Appointment of Vice-President: Motion by Eric Berg to appoint Jerry Goebel to fulfill the unexpired term vacated by Keralee Clay, effective September 2013 through May 31, 2014. **Second** by Larry Campbell.
Motion Approved.

Committee Fair: Each Committee Chair is requested to have a 'booth', display at the Fair which will be held on September 1, 2013 in conjunction with the Potluck.

Nina Stein mentioned that she has a questionnaire for people to complete indicating their interests.

New Business:

OWL next steps: See the attached report from Martha Baird. Costs associated: for materials & books to provide library for parents. How, when & where the monies will come from (registration fees vs AUUF budget) & other details will be decided by Martha Baird, Jeff Davis & Linda Jackson.

Board Retreat

Keralee Clay requests that each Board Member & Committee Chair email her (president@uuamarillo.org) information regarding dates when they are not available so that she can decide on a weekend date for a retreat, preferably in October.

Lost Minutes:

Since the Minutes from July 2013 have been lost in cyberspace, we will no longer enter the minutes directly onto the website. Minutes will be taken using a laptop and will then be forwarded to those in attendance via email and will be forwarded to the website by the person in charge of submissions. A copy of the minutes will also be saved to a flash drive to be kept in the office of AUUF, as well as a hard copy for filing.

FORTH (Forward Through The Ages)

Keralee Clay suggested that we encourage our members, and especially our leaders, to participate in webinars which will connect us with other UU churches in our Region.

Chalice Lighters

Eric Berg and the Finance committee will develop announcements and information to encourage members to participate in this Regional program which provides grants to UU churches who are growing.

Meeting Adjourned at 2:00pm.

Next Meeting September 8, 2013.

Cyndy Walton, Secretary