

**Amarillo Unitarian Universalist Fellowship
Board Meeting Minutes
February 9, 2014**

Members Present: Keralee Clay, Martha Baird, BJ Opperman, Eric Berg, Cyndy Walton, Larry Campbell, Jerry Goebel, Vicki Schoen

Members Absent: Martin Sauer

Committee Chairs present: Wendy Hearn, Ann Hicks, Claudia Stravato, Marilyn Van Petten

Guests: David Green

Meeting called to Order: 12:36 pm by Keralee Clay

Minutes:

Motion to approve with amendments made by Martha Baird. Motion seconded, **Approved** as amended with rearrangement of sections.

Treasurer's Report & Stewardship Report:

Financial reports distributed by Eric Berg. Our current income continues to meet all operating expenses, including construction costs, without need for withdrawals from our reserves. Keralee Clay will send an email to each committee chair with details of their year-to-date budget vs expenses. Committee chairs are asked to review their committee's use of their budgeted amounts and present their budget requests for 2014-2015 to the Finance Committee by the end of February.

Tax report letters and Stewardship letters both went out in late January.

It was recommended that the Finance Committee consider developing a year round plan of work so that the Tax Report letters can be sent out in early January each year, followed by Stewardship Letters requesting new Estimate of Giving letters in late January each year. Member and Friends contact information will be kept updated on spreadsheets in order to facilitate sending of the letters each year.

Automatic back-up of all our Fellowship data, which is currently stored on the computer in the church office, will be arranged using "Cloud" storage.

Committee Reports:

Claudia Stravato presented the attached report on activities. There will be a party celebrating the Stewardship Campaign at the home of Juliana Lightle. Martha Baird brought to the attention of the Board that Juliana's home is not accessible.

Caring Committee: Ann Hicks reports that the committee has been in contact with a variety of members & friends who have experienced illnesses and losses.

Membership Committee: Nancy Stephens reports that eleven persons have completed the most recent series of Path to Membership classes.

Children's RE: Martha Baird reported that the Parent Meeting for OWL (Our Whole Life) lifetime sexuality course will be on March 23 following the 11:00am service. The group who attends the parent meeting will decide whether the group will address the K-3rd grade or 4th to 6th grade age group. OWL classes are presently set to happen in April & will be led by Martha Baird & Jeff Davis. Linda Jackson has informed the Board that she will not continue as Children's RE chair for 2014-2015.

Nominating Committee: The committee has begun contacting individuals and will have a slate to present at the Board meeting in March.

Old Business:

Caring Committee has received their AUUF credit card for their use in providing flowers, cards & food to those individuals who are ill or grieving.

Community Garden funds have been sent to the High Plains Food Bank for use in their Community Garden. The funds will be used by them to purchase a brewer for compost tea.

Committee Notebooks. Trustees are asked to follow up with each Committee Chair and request that each one plan on having their notebook with timelines & hints & suggestions ready for May 1.

New Business:

Job Descriptions: Keralee Clay sent out copies of job descriptions for review and updating for inclusion in the Policy Manual and for the use of the Nominating Committee as they are asking people to serve on the Board.

Motion: by Eric Berg that the job description drafts be accepted with discussed changes. Motion seconded and **Approved.**

Annual Meeting: The Annual Meeting for election of officers and approval of 2014-2015 Budget will be held on April 6, 2014. In order for the Finance Committee to prepare the Budget, Committee Chairs need to submit requests by the end of February. The Finance Committee & Nominating Committee will bring their proposals to the March Board Meeting for approval prior to presentation at the Annual Meeting.

Board Retreat: Keralee Clay requests that all Board Members and Committee Chairs who plan to be continuing through the next program year look at their schedules to select a date in June 2014 for a half-day retreat and communicate their preferences to her as quickly as possible.

Common Read: [Behind the Kitchen Door](#) has been recommended by the UUA for congregations to read and discuss. Martha Baird will include a link on this week's newsletter for interested people to purchase the books.

Adopt a Family: Claudia Stravato presented a request for us to create a budget line item so that interested persons can donate to a specific Burmese family that she is acquainted with through the AUUF 501(c)3 designation, which will allow donors to receive a tax break for their donations.

Motion: by Jerry Goebel that a Temporarily Restricted Fund be created so that monies can be received through AUUF and given to this specific family to enable them to work and support themselves. All monies will be distributed and the Fund dissolved. Motion seconded and **Approved.**

Completion of ADA projects: The concrete work at our entrance and redesign of various thresholds is temporarily on hold due to the weather. Work will progress as soon as conditions permit.

Meeting adjourned at 1:57pm. Next meeting March 9, 2014 at 12:30pm.

Cyndy Walton, Secretary