

Unitarian Universalist Congregation of Miami
Minutes Board of Trustees Meeting Agenda
April 14, 2010 Emerson Room

Pre-Meeting Social Hour & Study Hall 6:30 – 7:30 p.m.
Light dinner was provided.

Welcome & Introduction of Guests

David Traupman

- President David Traupman began the meeting at 7:30 p.m. with the announcement that future board meetings would include some additions: an optional dinner from 6:30 – 7:30 before the meetings; a 15 minute worship time of gratitude and inspiration at the beginning of the meetings; a new checkout and process observation at the end of each meeting.
- Present: Dick Burnside, Beverley Cardona, Tom Edwards, Mary Figuera, Martha Harrison, Rick Homer, Selva Joseph, Pat Mellerson, David Roelant, Rev Kathy Schmitz, David Traupman,
- Guests: Judy Homer
- David Traupman recognized that it was Board Member Beverley Cardona's last Board Meeting and all expressed gratitude and appreciation to her.

Approval of Agenda

David Traupman

- The agenda was approved.
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Worship — Gratitude & Inspiration

Rev. Kathy Schmitz

- Songs were sung by all and inspirational readings were shared by Rev Kathy Schmitz

Leadership Covenant of Right Relations*

Martha Harrison

- Martha Harrison discussed the origins and processes of the March 28 Draft of the Covenant of Right Relations. There were comments and questions and she will make some changes in the wording of the Draft. There will be ongoing discussion and revisiting of the evolving drafts at all future Board Meetings until it is completed and accepted. She encouraged members to reflect on it and bring ideas to future meetings.
 - David Traupman stated that adoption of it may take place during the July Board Retreat.
 - David Traupman said that eventually there will be a Covenant Observer at meetings and that there will be communication in various forms with the Congregation about the eventual Congregational Covenant.
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March Minutes* — Reading and Approval

Martha Harrison

- There was discussion of the suggestion by Tom Edwards that an addendum to the March Minutes was needed regarding an email that he had sent to the Board. Pat Mellerson made the motion that Tom Edwards and Martha Harrison work on the wording of the addendum and present it to the Board at the next meeting.
- Selva Joseph made the motion that the rest of the Minutes be approved; Pat Mellerson seconded it and they were approved.

Interim Minister's Report*

Rev. Kathy Schmitz

- The Interim Minister's Report was accepted.
- Rev Kathy Schmitz reported that the probate system is being used to retrieve sheet music and choir related materials from Maxine Letendre's sister. The materials belong to the Congregation.

Congregational Governance

- Nominating Committee Update David Traupman
 - The Nominating Committee is developing a slate of officers to present at the Annual Meeting May 16.
 - There are 2 openings for members on the Nominating Committee for next year.
 - Conversations are now taking place for the Nominating Committee members for next year.
 - David Traupman invited Board Members to email him suggested names for future members of the committee.
 - It was suggested that appropriate diversity of people on the Committee be considered.
 - June Harbett, Maria Poviones Bishop, Judy Homer and Irv Loibman were suggested by Board Members.
 - David Traupman also stated that if you have suggestions of people for various congregational positions, to take your ideas to Reed Olszack.

- 5/16 Annual Meeting Planning David Traupman
 - David Traupman stated that there will be a report about the May 16 Annual Meeting to the Congregation in the Thursday May 6 email newsletter.
 - David Traupman and Martha Harrison will prepare the annual report of Board activities.
 - Selva Joseph will do the annual report for Council activities.
 - Committee chairs/appropriate members will do their annual reports.
 - The agenda of the May 16 Annual Meeting will include:
 - 2009 – 2010 Congregational Meeting Minutes
 - Presentation of the 2010 – 2011 Budget
 - The Clerk and Treasurer will present written reports as the Board directs
 - DOMT search process discussion (there will be a vote on it in the Fall)
 - Discussion of *Building the World We Dream About* program
 - Election of officers and trustees
 - Ray Baumel was suggested for Parliamentarian
 - David Traupman stated that the Audit Committee needs members. He asked the names of possible new members for the committee be emailed to him. They should have a background in dealing with finances.

Committee Proposals/Presentations

- Membership – New Members Rev. Kathy Schmitz
 - Rev Kathy Schmitz said that 4 people had recently signed the Membership Book: Laura Hadden, Arthur Friedrich, Rebecca Brogen and Bud Conlin.
 - Selva motioned that the 4 new members be ratified and Tom seconded it. The Board approved.

- Design Committee Beverley Cardona
 - Beverley Cardona, of the Design Committee proposed to increase that committee's budget to \$2000 for the coming year to pay for furniture for the Sanctuary and Emerson Room, signage and Sanctuary handrails.
 - It was decided to table a vote on signage to the May meeting.
 - Judy Homer, of the Design Committee, discussed two proposals for Sanctuary handrails. Pat Mellerson motioned that the Board choose the \$1700 proposal for aluminum painted handrails on both sides plus support for walls where specified. Rick seconded.
 - Following discussion on the issue, there was a vote: 8 in favor, 1 against and 1 abstention. The proposal was accepted.

- Building Management — SmartStarts Update David Roelant
 - David Roelant reported that Smart Starts had received their license.
 - He reported that subterranean termites had been discovered in the school area.
 - A locksmith will change all the locks.

- Alex Garcia will research gates with locks for the two ends of the RE building and will report back to us in about a month.
 - It was established that Smart Starts' rent for March and April had not been received.
- Building & Grounds — Termites* David Roelant
- David Roelant stated that subterranean termites had been located in room 5, in the shower and in the deep work sink.
 - Orkin Company has proposed to take care of the termites for \$6900.
 - Rick Homer and David Roelant agreed to research other proposals for termite control.
 - Selva motioned that we go forward to find a way for termite control, not to exceed \$6900. Tom seconded. It was unanimously accepted.

Treasurer's Report

Mary Figuera

- March 10 P&L Report*
 - Mary Figuera reported that at the end of March, income was down \$10,000 from the budget.
 - She reported that expenses were down \$30,000 from the budget.

Finance Vice President Report

- 2010-2011 Budget Discussion* David Roelant
 - David Roelant said that, based on the current rentals, there is a chance for more income for rentals in the coming year.
 - His statements regarding the proposed 2010 – 2011 Budget included:
 - Staff will be receiving a 2% raise
 - The budget for a future Music Director has been budgeted as part-time staff at \$16,000/yr
 - Pianist Substitute will be a new item
 - Waste/Recycle budget will increase by \$35/month for recycle but will be down \$2000/year due to smaller waste bin
 - House and Grounds expenses are budgeted \$17,000 for routine repairs and maintenance
 - Design Committee will be presented at in increase in expenses to \$2,000.
 - Hospitality is up to \$2000 in expenses which includes the purchase of more settings, glassware and silverware
 - Membership expenses will be increased to \$600
 - Social Justice expenses will be increased to \$500
 - Rental income will be increased by \$1000 from yoga classes (previously reported as income under Adult Ed)
 - Adult Ed income will be at \$200
 - Church operation expenses will be down due to the Green Sanctuary
 - David Roelant made the motion to accept the changes in the proposed budget; Rick Homer seconded it. All approved.

Executive Vice President Report

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Selva Joseph

- Selva Joseph called attention to the Earth Day 2010 Guardian of the Future Award which will be given at the GA in June. Nominations needed.
- Among other things, she stated that the Alliance is working on getting younger members and will be offering Child Care for meetings in the future.
- She said that Denominational Affairs is looking at people interested in attending GA. There will be a vote on delegates at the May Board meeting. She said that some money should be available for delegates' attendance from the Denominational Affairs' budget.

- She said committees are going through transitions and members are stepping to doing the work.
- She said that there is a need to clarify committee chair definitions.
- She said that the young people's new Beacon program is going well with strength and vigor.

Policies & Procedures

- Archives Task Force*

Selva Joseph

- Selva Joseph proposed that of the Policies and Procedure for the Archives Room, #1 – #6 should be adopted, and hold #7 in abeyance to be determined next year. Tom Edwards motioned that the instructions of the Archives Task Force be adapted; Beverley Cardona seconded. All approved.

Minister's Comments

Rev Kathy Schmitz

- Rev Kathy Schmitz reported that Gini Courter had donated her \$200 for her Sunday Sermon at the Congregation back to the Congregation to go to send someone to GA.
- Rev Kathy Schmitz reported that she is working with the Do Somethings (young adult group), who have been somewhat informal and yet thriving, to be sure that they are integrated into the institution before the ministerial transition. She will keep the Board and the Council up-to-date as this progresses.

Check Out/Process Observation

David Traupman

- It was observed that there was a need for more written materials ahead of meetings.
- It was noted that conflict and dissent had been allowed.
- Multicultural needs were observed.
- David Roelant volunteered to do the light supper for the hour before the next meeting.
- Tom Edwards will think about doing the worship component.
- It was suggested that a Process Observer be assigned for future meetings.

Adjournment

- The meeting was adjourned at 10:15 p.m.

* indicates supporting document provided

Respectfully submitted by Martha Harrison, Clerk