

**Unitarian Universalist Congregation of Miami
Minutes Board of Trustees Meeting**

January 13, 2010 7:30 p.m., Emerson Room

Check-In & Introduction of Guests

- Executive Vice President Selva Joseph began the meeting at 7:30 p.m. President David Traupman was with his newborn daughter Faith and was not able to attend and chair the meeting.
- Present: Dick Burnside, Beverley Cardona, Tom Edwards, Mary Figuera, Martha Harrison, Rick Homer, Selva Joseph, Pat Mellerson, David Roelant, Reverend Kathy Schmitz
- Guest: John Bost

Inspirational Reading

Rev Kathy Schmitz

Additions/Deletions to Agenda

Selva Joseph

- Martha Harrison requested time to consider donations to Haiti in view of the January 12 Earthquake.

December Minutes -- Reading and Approval

Martha Harrison

- The December Minutes were approved unanimously with one correction noted. Motion by Tom Edwards, seconded by Beverley Cardona.

Interim Minister's Report

Rev. Kathy Schmitz

- Rev Kathy Schmitz' monthly report was accepted.

Ministerial Transition

Rev. Kathy Schmitz

• **Search Status**

- Rev Kathy Schmitz reported that the Search Committee had received names of ministers interested in the position of the Miami UU Congregation's settled minister.

Congregational Governance

• **Congregational Meeting Follow Up**

Martha Harrison

- Martha Harrison reported on the main events of the January 10 Congregational Meeting and suggested that it was important for all Board Members to be aware of the voting bylaw requirements.
- To be eligible to vote in a congregational election, a member has to be at least 16 years old, and have been a member for at least thirty (30) days.
- A member must have made a prorated amount of the minimum annual pledge (\$240) by 30 days before the date of the vote.
- For example, if the date of the vote is April 1st, a member must have contributed at least \$180 by March 1st (\$20/month x 9 months; July – March).
- The Vice President of Finance may make a contribution waiver to a member on the recommendation of the Minister or the President in the absence of the Minister.
- Selva Joseph noted that in the absence of Jesse Walters at the January 10 Congregational Meeting, she was unable to introduce him or Sandy Howard,

the co-chairs of the Stewardship Committee. Nor was she able to describe some of the goals of the Stewardship Committee.

Treasurer's Report

Mary Figuera

• November 09 P&L Report

- Mary Figuera had emailed all Board Members copies of the November and 6 month Profit and Loss Reports.
- In her discussion of the budget figures, she noted that there had been only a \$6,000 deficit in "Operations."

Finance Vice President Report

David Roelant

• Revised Financial Policies Presentation

- David Roelant stated that it appears that the projected \$60, 000 budget deficit will be less than that amount.
- He said that House and Grounds will have some upcoming expenses but that the committees in general have not spent much of their budgeted money.
- He said that money has been designated for Music Horizons, and that there would be a meeting of that committee the next night (January 14th).
- There was discussion on the procedures for receiving gifts to the Congregation in memory of Choir Director Maxine Letendre who had died January 12th.
 - Unless otherwise specified, the donations will be given to the Congregation's General Fund and sent to Treasurer Mary Figuera for processing.
 - It was established that Clara Ibanez, the office administrator, will send thank you cards to the donors, as she had done in the past year.
 - Beverly Cardona suggested that there should be a letter sent to the family letting them know how much has been donated in Maxine's name. She agreed to do this for Maxine's family and suggested the Board come up with a process to do this for other deaths in the congregation.
- Pat Mellerson suggested that the Board discuss further the creation of an Endowment Fund at the next Board meeting.

Update on Pledge Reporting Process

David Roelant

- Rev Kathy Schmitz will be tracking membership information between now and February 1st, 2010, which is the deadline for submitting information to the UUA.
- She will then pass on all information about membership names to Vice President for Finance David Roelant for him to coordinate a process of communicating with members regarding pledge commitments.

2010-2011 Stewardship Campaign Update

Selva Joseph

- Selva Joseph announced that the Stewardship Committee will be a team of 8 people, and at the present time, the committee is looking for one more member to complete it. They would like the new member to be from the Congregation's young family population.
- So far, the committee is on target with its designated timeline.

- It was announced that this year there will not be an Annual Dinner, and that plans for its alternative will be announced at a later time

Executive Vice President Report

Selva Joseph

- Selva Joseph distributed the Council Report to the members of the Board and discussed the important items.
- She expressed pleasure in the interest and participation in the upcoming Mother Earth Festival.
- She stated that Worship, Membership, Denominational Affairs and Music Horizons are committees without chairpersons. RE is looking for a co-chair.
- She mentioned that the Board Retreat in February would be an opportunity to strategize the strengthening of committees and their leadership.
- She said that Jan Roelofs had resigned as chair of the Welcoming Congregation Committee.
 - After discussion, Tom Edwards made the motion that Marilyn Rutgers and David Roelant be approved as the Honorary Chair and Acting Chair of the Welcoming Congregation Committee. Rick Homer seconded and it was approved.

Building Management Committee

David Roelant

• SmartStarts Update

- David Roelant reported that Alex Garcia of Smart Starts School had informed him that the final inspection of the school area was likely to happen this week (the week of January 11th).
- David Roelant said that the school was very close to actually moving into the space.
- He said that the school had signed a contract for a waste container, which is in fact larger than the Congregation's container, and that the Congregation was invited to use it when needed.

Building Management Concerns

- Rick Homer reported that 2 estimates had been received for roofing repairs to the roof in the breezeway and the kitchen, one of them for \$4650.
- John Bost encouraged the Board to choose the one for \$4650, which was from the Steve Fletcher Roofing Company.
- Tom Edwards made the motion to accept the \$4650 estimate from the Steve Fletcher Roofing Co; Dick Burnside seconded and the motion carried unanimously.
- Dick Burnside suggested that it would be important to repaint or otherwise enhance the doors in the Breezeway before the Mother Earth Festival on January 23rd.
- Rick Homer agreed to paint and patch the doors before January 23rd.
- David Roelant indicated that an attractive sign is needed for Smart Starts School away from the road so as not to be under the one sign limit by the county.
- David Roelant reported that Smart Starts has been paying their rent.
- David Roelant stated that a Bridge Group is thinking of renting the Sanctuary Monday through Friday for 13 tables of bridge, during the middle of the day when the Sanctuary is not used. He will keep Rev Kathy Schmitz and Office Administrator Clara Ibanez informed on the details and progress of his talks with the Bridge group.

Music Horizons/Personnel Committee

Rev. Kathy Schmitz

- Rev Kathy Schmitz stated that Maxine Letendre (who had died 2 days earlier than the meeting) had indicated that she would be stepping down as Choir Director in March 2010.
- Rev Kathy Schmitz said that the Music Horizons Committee would be meeting the next night (January 14th) to discuss among other things:
 - Issues concerning the employment of individuals for the Congregation's music program.
 - The need for the Congregation to have a clear vision of the music program they would like to see implemented.
 - Rev Kathy Schmitz suggested that it was important not to rush into solving the issue of change in the music program and its personnel. She suggested that it was a good idea to look at different models of music programs and to take time to create an intentional stance on the program.
 - She suggested having conversations with the congregation members over the next month or two to get input and ideas of what is wanted.
 - She said that it is possible that a person or friend of the congregation may emerge to fill the job of Music Director/Choir Director.
 - Beverly Cardona said that surveys on this subject had been sent out and received at some time in the past.
 - Rev Kathy Schmitz said that the Memorial Service for Maxine Letendre could take place in early February but that the date had not been set.
 - She also said that Maxine Letendre had given 18 years of service to the Congregation as Choir Director.

Worship Committee

Rev. Kathy Schmitz

• A/V Task Force Update

- Rev Kathy Schmitz indicated that the Lotz Committee will be participating in funding the A/V worship committee program
- She also informed the Board that Charlie Behrens had purchased a projector for the Congregation in the post Christmas sales.

Old Business

Rev Kathy Schmitz

• Review of Important Dates

- **January 23: Mother Earth Festival**
 - Wednesday January 20 is the last planning meeting for the Festival
 - People are invited and needed to come to the Festival, and to bring friends
 - Volunteers are needed for the Festival -- set -up, clean-up etc.
- **January 31:** Rev Tracey Robinson-Harris, JUUST Change Consultant leads worship, followed by a workshop (1- 3 pm) on Cultural Competency, entitled, "Who is Our Neighbor?" Rev Kathy Schmitz will be out of town.
- **February 20:** Mid-year Board Retreat, (10 am – 5 pm) Duncan Center in Delray Beach
- **March 13:** "Why Racial Justice is a Ministry?" *Building the World We Dream About* workshop in Boca Raton
- **March 15:** Deadline for 2010 FL District Awards Nominations

- **April 9 – 11:** Florida District Assembly with UUA Moderator Gini Courter at UU Miami.
 - 200 UUs from Florida will be attending
 - Gini Courter will be the speaker at the Sunday Service
 - A Facility Tent will be needed for the event, as well as ramps for wheelchairs to access it.
 - Permits for the tents will be needed
 - Volunteers are needed for the event
 - Janice McArthur has volunteered to work with the food
- **June 23 – 27:** UUA General Assembly, Minneapolis, MN
 - Monica Rizzo, the DRE, would like to attend.
- **Possible Dates for Ministerial Candidate Visit**
 - March 20 – 28
 - April 17 – 25
 - April 24 – May 2

New Business

- **RE Budget**
 - David Roelant reported that RE has \$1600 in their budget at the present time and \$6,000 in their savings.
- **Heat in Sanctuary**
 - Martha Harrison requested that heating the Sanctuary be explored.
 - Rick Homer stated that he would get estimates of what it would cost to get 2 strip heaters.
- **District Awards**
 - Selva Joseph proposed the following nominations:
 - Irv Loibman for the Jim Barrett Social Justice Award
 - Ray Baumel for the John DeWolf Hurt Levity Award
- **Haitian Earthquake Crisis**
 - After discussion, it was decided to take a second collection, at the next Sunday January 17 Service, for donations to an organization that would contribute the money to Haiti.
 - Suggestions for the possible organization will be discussed at the Social Justice meeting Friday January 15th, and if a choice needs to be made, Rev Kathy Schmitz will email the Executive Committee members for an email vote.
- **Gift from the Morgans**
 - Rev Kathy Schmitz read the Board a letter from Ben Morgan with a gift of \$1000 to the Congregation from him and his wife Cheryl. After discussion, it was established that President David Traupman would write a thank you letter to the Morgans.

Adjournment

- The meeting was adjourned at 9:30 p.m.

Respectfully submitted by Martha Harrison, Clerk