

**East Shore Unitarian Universalist Church
Board of Trustees Meeting
Nov.13, 2016**

Present: Dan Bond, Kristine Burkwood, Bill Butler, Halcyon Domanski, Tiffany Griffith, Kathleene Huntley, Dick Hurwitz, Pam Leininger, Rev. Denis Paul, Nancy Tozer
Absent: Eric Waldman

Guests: Shirley Hairston, Finance Committee Chair

Secretary's Report: Dan made a motion to accept the minutes of the October 9 board meeting. Dick seconded. The motion passed with 2 abstentions.

Reports

Chair: attached

Minister: attached

DRE: attached

Membership: Scott Wise signed the Membership Book although he is already listed in our membership roster.

Treasurer: attached; Our cash flow is low. Our assistant treasure will be preparing letters to encourage pledge payments by year end and explain tax advantages.

Financial Secretary: attached

Finance Committee: attached: The Finance Committee will be prepared to produce statements to committee chairs.

Shirley, chair of the Finance Committee, presented a flow chart that illustrates the process through which the Capital Campaign funds can be accessed. The process will begin with identification of a need by the church community or a committee, proceed to the Building or Grounds committee for estimates and a formal proposal, then to the board for approval. The flow chart in entirety is attached.

Nancy made a motion to approve the process for use of the Capital Campaign Fund expenditures as provided by the Finance Committee. Tiffany seconded the motion. The motion passed.

Carpet cleaning The church carpets need to be cleaned and there is an estimate of \$1250. **Dan made a motion to approve the use of the Capital Fund for up to \$1500.00 for carpet cleaning. Nancy seconded.**

Discussion was centered on cleaning versus replacement. **The motion failed.** Estimates will be sought to determine if replacement of some areas is the better alternative and this issue will be revisited.

Committee on Ministry: The final workshop on our Four Words (**Connect**) was cancelled due to very low participation. It has been rescheduled for **January 8.**

Unfinished Business

1. The Action plan for the month was reviewed. Most items were completed and those unfinished were reassigned for next month.
2. We still need committee chairs for the Building committee and The Great Outdoors committee.
3. **Blue Sky Festival - Dan made a motion to set a fee for future Blue Sky Festivals held at East Shore of \$250.00. Pam seconded the motion. Discussion. The motion carried with 3 abstentions.**

Kathleene made a motion that there will be no charge for The Blue Sky Festival held this past September. Bill seconded the motion. The motion passed with 3 abstentions.

New Business

1. The Board Highlights for the August and October meetings will be on line. Board members are asked to read them and reply with an approval or corrections.
2. Patrick McGovern has agreed to chair the Membership Committee.
Nancy made a motion to appoint Patrick McGovern as Chair of the Membership Committee. Dan seconded the motion. The motion passed.
3. The board viewed the mock-up of the Volunteer Opportunities board that will be presented to the congregation next week. Board members are asked to make comments for change on Post-it-Notes and add to the mock-up.
4. Nancy moved that Brian Beck be removed from the membership roster. Pam seconded. The motion passed.

Nancy moved that Barbara (Bobbe) Waite be removed from the membership roster. Dan seconded. The motion passed.

5. **ListServ** - There have been recent concerns about congregants using the Listserv to state personal political opinion which is not in line with the rules that were established for Listserv use. It was agreed that going forward those that violate the rules for the Listserv will be contacted and reminded of the rules of use. So that this task does not fall unfairly on one person it was decided that each board member may be assigned a month to monitor Listserv use.

Tiffany made a motion that the board will set a policy to deal with the misuse of the ListServ. Dan seconded. This motion was tabled until our next meeting.

6. **Fahr Fund Trustee** - Pam made a motion to appoint Rose Bouch as a Fahr Fund Trustee. Bill seconded the motion. The motion passed.

7. It was decided that the Blue Folder containing the Welcome Words will live in the office in the slot designated for Sunday Service. After using this folder on Sunday morning board members will please return it to its proper home so the next user can find it.

8. **Fund Raiser** - The Finance committee has approved the use of a donated Christmas tree that contains articles from Fair Trade Exchange be used as a fund raiser. The Coffee Committee will decide how the items will be used.

9. The item **Paper use** on the agenda was tabled until the next meeting.

At 3:50 Nancy made a motion to go into Executive Session. Pam seconded. The motion passed.

At 4:10 Nancy moved that we move out of Executive Session. Dan seconded. The motion passed.

The meeting was adjourned at 4:15.

**Our next meeting will be held on December 11, at 1:30 p.m.
Monitor: Halcyon**

**Board Welcome Schedule:
December 4 Nancy Tozer
December 11 Pam Leininger
December 18 Halcyon Domanski
December 25**

