

## ***Executive Board Minutes***

Tuesday, May 13, 2014

Present:

Board Members: Kathleen Tanona Chair Elect for June 1, Scott Tanona, Laura Bonella, Katie Kingery-Page, Betty Banner, Sue Pray, Nathan Albin, Treasurer elect June 1.

Staff: Sandy Nelson, Susan Turner, Michael Nelson

Absent: Tom Phillips Chair

Start time: 7pm

1. Check-in
2. Reading and candle lighting—Michael Nelson
  - a. “Braver Deed” poem, by Gary Young. The meaning is that our work of small stuff does also relate to big stuff.
3. Board Approval of Past Minutes

**Action:** The March 2013 Executive Board minutes were approved by consensus. The April 2014 Executive Board minutes were approved by consensus. The 2014 Annual Fellowship minutes were approved by consensus with edits of new Board members details and that the quorum was satisfied at the meeting and includes the number of attendees compared to total membership.

4. DRE—Sandy Nelson
  - a. Handout
  - b. Discussion of the three starred items: First Parents night *in*, Observation Bee-hive and the recent MidAmerica Regional UU assembly.

**Action:** Sandy will consider Katie’s offer for children’s field trip to the K-State Meadow to see the beehive and flora/fauna environment.

5. Minister’s Report—Michael Nelson
  - a. Handout
  - b. There will be a UUA addition of Financing District to encourage future growth. We need to bring forward into our strategic plan and visioning processes.

**Action:** If you want to help Michael on this endeavor let him know at [minister@kansas.net](mailto:minister@kansas.net)

6. June 2014 New Board Member due to Katie accepting Chair-elect
  - a. Betty Banner has asked UUFM member Meliz Maatta to serve as the second June 2014 Member at Large on the Executive Board and she has accepted.

**Action:** There was a motion by Betty to approve M’Eliz Maatta to be named as a 2014 Member at Large on the Executive Board, seconded by Katie. The Board unanimously approved Liz’s appointment to the Board.

7. Budget—Betty Banner

- a. (2) Handouts: UUFM Budget vs Actual 2013-2014 and Treasurer's Report, 2014
- b. Grow Green Fund
  - i. Members participated in this fund and the total of the matched money is \$1100-\$1150. There was a discussion on how to use this money and that we advertised it to be used as operating funds. Shall we use it to send the new Board Treasurer to the Midwest Leadership Conference? Discussion ensued about use of money to balance the budget and then that the fellowship should see the pledge collection fell short this year.
- c. The "Dale" funds were moved to the RE account as voted during the March Executive Board.

**Action:** There was a motion made by Kathleen and seconded by Betty to use the Grow Green matched money for a UU member attendance to the Leadership School/Seminar in Beloit. Trash service will be changed and arranged through Howie's Trash Service as they also pick up recyclables except glass. There was a motion made by Katie and seconded by Kathleen for the "Leadership Development" line on the budget to be owned and overseen by the Stewardship Chair and that there would be an application process to use these funds that was unanimously accepted by Board vote.

8. Stewardship—Scott Tanona

- a. Stewardship visits are beginning
- b. Future Stewardship discussions at future Board meetings to include programmatic policy for pledge info, quasi-endowments, and unspecified donations.

9. Review Bylaws

- a. Reviewed and endowments information deemed appropriate, no change required.

10. UUFM Handbook

- a. We need revisions: for instance, adding our vision statement.

**Action:** We will have one meeting or half a meeting to review the Handbook and update to current desired policy.

11. UUFM Employee Handbook

- a. It was suggested to have legal counsel and input when creating a needed employee handbook. Possible members to ask would be Charles Dedmon, Chris Bailey, and/or Gabrielle Thompson.
- b. We should gather other congregations' employee handbooks to review; does the UUA have employee handbook suggestion or template? What about Topeka UU?

**Action:** Kathleen wants to pull together a task force to research an employee handbook and asked for member names to be asked to join the task force. Names suggested included Eric Banner, Brice Hobrock, and Molly M. Who else has had personnel management experience that could be asked for input?

12. Building use Policy

- a. Handouts (3) of last known printed policy (2010) were printed and shared: "Unitarian Universalist Fellowship of Manhattan Building Rental Agreement—(Revised May 2010)," "Rental Fee Schedule—(Revised May 2010)," "Rental Contract" form that Susan Turner originally wrote.

- b. Lengthy discussion ensued which included the need for an active Committee Chair to be in charge of the building use, make decisions, and enforce the policy(revises) that is in effect.
- c. If there are unwritten rules that are currently in place, they too should be reviewed and added into the new policy document.
- d. Do we want to aggressively encourage building use in order to generate money? How far out should scheduling be allowed; 2 weeks, 2 months, 3 months? What should the payment be to cover building liability, damages and utilities including heating and air-conditioning?
- e. Should the word “Fee” be reframed to be “Contribution” or “Suggested donation” for building use? We need to think about the broad use of whether group contains UUFM Members or not.

**Action:** We will revisit and table decision on how to revise the building use policy for further discussion in June 2014 Exec. Board meeting.

13. Executive Board Retreat

- a. Will be led by Thea Neitfeld and scheduled for Saturday, August 23, 2014 from noon to 5pm.

Adjourn at 8:50 pm

Minutes respectfully submitted by Sue Pray

Handouts to be added and archived by Sue Turner