

UUCLV Board of Trustees Monthly meeting July 1, 2010

Present: Mark Albright, Bernie Bujnowski, Phil DePietro, Deb Hunter, Fran Kennedy, Ira Lerner, Pete Pellegrino, Jan Phillips, Bill Thompson, Sue Weber.

Meeting called to order at 7pm

Opening words.

Bernie presented a report from LRP committee on roofing contractor. Removing slate roof and replacing w/asphalt shingles, shoring up infrastructure, restoring masonry on front towers, additional masonry work in replacing gutters. Recommendation is to go with Machemer Contracting. Est. is six weeks of work.

Motion to approve recommendation passed.

Bill presented President's report. Bylaws update not finished. Committee on Ministry appointments put off until next meeting. Erica child care issue put off until next month. Key codes to be sent to everyone. Ask Kate for copier code. DRE discussion deferred until Sept meeting, after August RE retreat.

Mark gave VP report. Summer services are huge burden on worship committee. Discussion of sexton being here to lock up the church on Sunday.

Jan gave Treasurer's report. Cash flow excellent. Pledge payments on target.

No unfinished business.

Discussion of covenant. Deletion of sentence about texting.

Discussion of job descriptions. Ira will work w/Personnel committee on job description wording.

Motion to reappoint Jan as treasurer passed.

Motion to appoint Robin Capoor to youth RE chair and Bill Bekkenhuis to adult RE passed.

Motion to appoint Ira to personnel committee passed.

Motion to reappoint Benning, Tweed, and Moore to personnel committee passed.

Motion to approve temporary bylaws task group passed

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Ad hoc committee to approve annual meeting minutes, Sue and Mark and Fran volunteered.

Discussion of possible mini retreat. Aug 21 suggested for board retreat. Subcommittee to investigate logistics – Deb, Ira, and Mark.

Brief discussion of Google docs. Everybody is on the system.

8:43 pm board went into exec session.

8:50 open session

Motion to approve Dennis Leib's status to permanent passed

Discussion of finding someone to do independent financial review.

Closing words

Adjourned at 8:45pm

Next meeting Thursday Aug 5, 7pm

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Submitted by Peter Pellegrino October 18, 2010

BOT meeting minutes from August 5, 2010

7:00 meeting convened

Present Mark Albright, Bill Thompson, Phil DiPetro, Sue Weber, Ira Lerner, Don Garrett, Peter Pellegrino, and Deb Hunter.

Opening words by Don Garrett about the important work of the board followed by Chalice lighting.

Bill welcomed Don Garrett to the church and board.

Minutes from last meeting approved by Bill and board.

Bill gave President's report – Roof contractor should be ready to start on September 1, will take two to six weeks, but could be longer. They want payment up front. May have to arrange short term note to cover first payment. Revised bylaws are done, Allan wants more proof reading. It's posted on Google docs. If no one raises objection within a week, they're considered accepted. Annual meeting minutes – Bylaws Task Comm. has some corrections and will submit comments next week.

Mark gave VP report. Program council up and running with new chairs. Upgrade in technology is supported by Council. Members of PC are willing to take on more tasks.

Jan emailed Treasurers Report – Sue will do final tweak on plans. Doing well for first month of year.

Don presented Ministers Report – told some particulars about his moving problems. Saturday went to Bennings for UU party. Went to breakfast forum, service, and worship comm. meeting on Sunday. Went to office Monday and had staff meeting. Met Larry Lipkis to discuss music plans. Wednesday went to HAVEN meeting. Talked to Geo. Miller on Friday, then Robin Capoor on RE program. Will meet w/Maggie about worship. Will be away Aug 20 thru 22<sup>nd</sup> for family business.

Ira suggested doing something for Maggie as worship chair. Mark said it may be appropriate to do something at September PC meeting.

Don will lead his first service on Aug 29.

Unfinished business: Erica had requested child care at church or reimbursement for baby sitting at home. Mark said PC and BOT should provide child care, not other committees. Sue said we should poll PC and see how many need child care. If it's one person, we'll reimburse, if more than one we'll do it here. Don said if it's done on site, there have to be two workers and they have to have clearances.

Ira moved we subsidize child care for children of BOT and PC members during meetings. Rate is amt equal to amt paid by church for other child care. Passed.

New Business:

Job descriptions – RE leadership position – Bill said we were going to call it Lifespan Education coordinator and that should be in job description. Bill suggests all three positions report to minister. Bill said it should say wages instead of salary for hourly people. Discussion of whether it should be salaried or hourly. Discussion of whether to pay sexton hourly or salary. Bill said lifespan coordinator could be “exempt.” More discussion about hourly vs salary. Mark will do more research on PA. labor law. New time sheets will not be used right now.

Executive session at 8:24

Open session at 8:36

Mark moved BOT authorize up to four hours per week at custodial rate for custodial services on Sundays at church. Passed.

Bill clarified appointments last month to Personnel Committee for Michael and Marie were for 3 yr term, Craig for 1 yr term.

Bill notes we need to appoint group to discuss mission of Committee on Ministry. Discussion of nomination process. Don suggested search committee function as CoM for a few months until he is up to speed. Bill will contact and ask for up to 6 mo. commitment.

Ira made motion to authorize Bill to establish an interim CoM for six individuals up to six months. Bill will seek out the individuals for their agreement and discuss w/Don. Passed.

Retreat postponed until September 18. Will do email poll to see if that date works for people.

Phil proposed joining UU at UN and made motion to adopt policy to become a Blue ribbon Congregation. Passed

Mark made motion for board to become member of Murray Grove. Passed

Closing words from Don

Meeting adjourned at 9:06

Next meeting September 2

BOT meeting minutes September 2, 2010 DRAFT

Present- Mark Albright, Ira Lerner, Don Garrett, Bill Thompson, Sue Weber, Phil DiPietro, Fran Kennedy, Erica Hoelscher, Peter Pellegrino

Meeting called to order at 7pm

Opening words taken from Dural book and from Don, chalice lighting.

Check in – suggestion to take stand on Islamophobia, no discussion. No other issues.

President's report from Bill. Roof construction starts next week. Paperwork ready to pay off mortgage. Bylaws should be ready next week. Temporary CoM under way – Don wants more time to get permanent members.

VP report from Mark – up to a dozen members on the program council.

Treasurer report from Sue – in good shape because of prepaid pledges.

Minister report from Don – doing a lot of everything. Reached out to Muslim community in LV and hope to have some representation on Sunday. He sees pain and consternation in congregation. Encouraging people to take offense less and acknowledging it's not personal.

No report from mini retreat subcommittee. Date is September 18, 9 to 4. "Leading together in community" is the theme Don suggested.

No unfinished business.

Motion by Phil to appoint Gene Hunter as Social Action Chair. Passed.

Appointments to Personnel Comm. One confirmed member. Haven't heard back from other people. Ira made motion to appoint Colleen Albright to 3 yr term. Passed, Mark abstained.

Sue and Phil are appointed as UU-UNO envoys from church. Passed by acclamation.

Ira moved to remove Terms of Employment from job descriptions. Passed.

Member & Volunteer Coordinator Position. Bill moved to remove 2<sup>nd</sup> bullet under critical relationships. Passed. Bill motioned to approve job description w/changes. Passed.

Sexton job description. Discussion of wording under essential duties. Ira will revise wording and send new copy to BOT. Mark made motion to approve sexton position description as amended. Passed.

Church Administrator Job Description. Sue made motion to approve as amended. Passed.

Mark and Bill will come up with agenda for retreat.

Sue discussed budget changes and moved to approve budget changes. Passed

Dural book copies will be given out to new board members and committee chairs.

Fact finding committee discussion moved to next month.

Board resolved to temporarily suspend work on the memorial garden, which the board has delegated to a task force, in view of the loss of major donor financing and in view of the change in the proposed scope of the effort. The board thanks the members of the task force for their enthusiasm and dedication to this project. Unanimously passed.

Closing words from Don

Adjourned at 9:37pm

Next meeting Thursday October 7, 7pm.

UUCLV Board of Trustees Monthly Meeting, October 7, 2010

Present: Phil DePietro, Erica Hoelscher, Deb Hunter, Fran Kennedy, Ira Lerner, Pete Pellegrino, Jan Phillips, Bill Thompson, Sue Weber, Rev. Don Garrett, Chris Culton.

Call to order at 7:04pm

Opening remarks from Rev. Don. Chalice lighting.

Minutes for August and Sept approved by unanimous consent.

President's report from Bill. Discussed fact finding task force. Don will meet with Fact Finding Group and report back to the board. It may be rolled into Long Range Planning (under consideration, LRP has not accepted role yet).

Treas. Report from Jan. We now have one capital acct in Embassy Bank. Completed transfer of endowment funds into UU Common Endowment acct. Discussed holding accounts. Discussed capital expenditures. Cash flow is excellent so far.

Minister's report from Don. Don supplied list of his recent activities.

Finance/LRP report from Sue: Doing well financially. Roof work on schedule despite weather.

Property Committee report from Chris. Contractor says roof job will be done w/in 8 week timeframe. Phil & Chris will now be in loop for some non-emergency repairs.

New business:

Bill made motion to ratify appointments of Drew Keister, Zoe Briggs and Raffy Zimmerman. Motion passed.

Sue made motion to authorize Jan to sell Verizon stock. Motion passed.

Phil made motion to approve minister's compensation allocation as proposed. Motion passed.

Discussion of upcoming JPD events.

Acceptance of updated bylaws document postponed for one month.

Don reported that the Retreat will be in two parts. Friday night, Nov 12, will be at UU in gym. Open to entire congregation. Saturday session, Nov 13, will be board, program council committee chairs, other leaders.

Closing words from Don.

Adjourned at 8:16pm.

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Submitted by Peter Pellegrino (date)

Next meeting November 4, 2010 at 7pm

UUCLV Board of Trustees Monthly Meeting, November 4, 2010

Present: Mark Albright, Phil DePietro, Erica Hoelscher, Deb Hunter, Fran Kennedy, Ira Lerner, Peter Pellegrino, Jan Phillips, Bill Thompson, Rev. Don Garrett.

Called to order at 7:02pm

Opening reading, chalice lighting.

Bill made motion to approve Oct minutes. Minutes are approved as distributed.

President's report from Bill: Shingles on roof almost done, capstones not in place yet as of Sunday. Appears to be on schedule.

VP report from Mark: Heavily plugged Nov event at Program Council meeting. Mark has done follow up emailing about the retreat. Everyone is encouraged to RSVP Mark by email. Program Council voted to discontinue pot lucks as a monthly event. Other events will continue.

Treasurer's report from Jan: Everything is okay, good cash flow, income is ahead of expense so far. Endowment money is in UU fund. Roofer has received second installment.

Minister's report from Rev. Don: Rev. Don provided a list of his many recent activities. Don advocated attendance at the Gathering of UU Congregations in Wilkes Barre on Nov 20.

Finance Committee report from Jan: Finance committee met. Committee has not yet been able to nail down someone to do financial review. Committee commends Rev. Don on announcing Social Action recipients. Part of sidewalk needs attention, and Property Committee will have some ideas on fixing it.

Ira moved to approve bylaws as changed in June congregational meeting. Motion passed.

CLEC job description approved.

Ministerial Start-up Workshop will be Nov 12-13. Entire congregation on Fri from 6pm to 9pm. Leadership is on Saturday. Purpose is to discuss priorities and vision for church. Purpose is also to develop covenant between minister and leadership. Mark will send enews for people to register if they need child care Friday or Saturday.

Adjourned at 8:53pm

Next meeting December 2, 2010, 7pm

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Submitted by Peter Pellegrino (date)

Board of Trustees Meeting, December 2, 2010

Present: Mark Albright, Phil Depietro, Erica Hoelscher, Deb Hunter, Fran Kennedy, Ira Lerner, Peter Pellegrino, Jan Phillips, Bill Thompson, Sue Weber, Rev. Don Garrett, Erol Ulucakli, Karen Berry

Called to order at 7pm

Opening words from Don and chalice lighting.

Bill went over the “rules of the road.”

Minutes for November stand approved as submitted.

Safety Task Group report: Karen and Erol went over highlights from the report.

President’s report from Bill: New minister workshop in November went well. Eight people went to cluster-of-congregations workshop in Wyoming, PA on Nov 20.

Vice President’s report from Mark: Program Council working on many projects. Halloween party went well.

Treasurer’s report from Jan: Roofer has gotten three payments. Cash flow is positive and expenses are in check. Year-to-date income continues to comfortably exceed expense but is below where it should be compared to recent years.

Minister’s report: Don gave Board a list of his recent activities.

Mark moved that the Board receive the report of the Safe Congregations task force with our thanks for the enormous amount of work and long hours the members have devoted to producing it; and further move that the Trustees enter upon a dialogue in the months to come, seeking how best to implement the spirit of the recommendations of this report in a way that honors and acknowledges the finite resources of our lay and professional RE staff, while seeking to enhance the safety of those of all ages who join in activities of our church family. Motion passed.

Ira moved that the minister will be the primary contact for media inquiries. Motion passed.

Adjourned at 9:10pm, next meeting Thursday, Jan 6, 2011, 7pm.

Submitted by

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Peter Pellegrino (date