

## **Board of Trustees Meeting Minutes December 1, 2011**

Present: Mark Albright, Phil DePietro, Erica Hoelscher, Deb Hunter, Ira Lerner, Peter Pellegrino, Marie Tweed, Rev. Don Garrett, Michael Benning.

Meeting called to order at 7pm.

Opening words and chalice lighting by Mark and Don.

Mark distributed copies of the Board Covenant.

Personal sharing by the Board members.

November minutes approved as submitted.

Vice President's report from Marie: Program Council does not wish to consider the church a shelter in a storm. WAEB does not do snow closings anymore. Suggestion to put message on church answering machine. Don and others can also put a banner on the web page. Looking for helpers for Xmas eve service. Capital Improvement Task Force has taken items on Long Range Planning report and categorized them as simple vs complex, etc.

Treasurer's report sent to Board by email. Church is in good shape.

Minister's report from Don: Don distributed a list of his recent activities.

President's report from Mark: Board retreat was successful. Another town hall meeting passed quietly.

Michael Benning gave a presentation on possible benefits to part time employees as well as full time employees.

Mark moved to appoint Jim Whited to Personnel Committee. Phil seconded. Motion passed.

Don discussed UUA Pension Fund contributions. Matter referred to Personnel Committee and Finance Committee for response by January Board meeting.

Ira discussed ideas for future changes in Board members' roles.

Phil discussed upcoming repair issues.

Mark moved to establish contract with Fritch for fixed price oil deliveries thru May. Deb seconded. Motion passed.

Board discussed information requested from Stewardship Committee.

Ira moved to extend the meeting to 9:15. Phil seconded. Motion passed.

Ira moved to extend the meeting to 9:30. Marie seconded. Motion passed.

Board discussed membership rules.

Closing words.

Meeting adjourned at 9:27.

Next Board meeting Thursday, January 5, 2012 at 7pm.

Submitted by

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Peter Pellegrino (date)

## Board of Trustees Meeting November 3 2011

Present: Mark Albright, Phil DePietro, Hope Wesley Harrison, Deb Hunter, Ira Lerner, Peter Pellegrino, Jan Philips, Marie Tweed, Sue Weber, Rev. Don Garrett, Cease Blocker

Meeting called to order at 7:00pm

Opening words and chalice lighting by Mark and Don

Cease Blocker was given courtesy of the floor to discuss "The Almost Church".

Minutes from Oct meeting approved as amended.

Vice President's report from Marie: Held Program Council retreat, which was a success despite the snow.

President's report from Mark: Last town hall meeting did not provoke a response, which Mark sees as a positive thing.

Treasurer's report from Jan: October was a very good month and we are now only a little behind compared to recent years. Payroll service is going well. Value of endowment fund dropped during the latest quarter. Payroll service takes care of taxes. Have not received semi annual payment from Head Start. Check from recent wedding rental bounced. Brokerage account w/Vanguard now set up and Finance Committee will close account with Smith Barney. Finance Committee will consider what to do when Jan leaves post in June.

Minister's report from Don: Don handed out a list of his recent activities. Don moved to a new living space and must adjust his housing allowance.

Ira moved that the minister's housing allowance be changed to \$1500 per month. Phil seconded. Motion passed.

Discussion of snow removal contract.

Phil moved to sign a two year agreement w/Orefield Landscaping Co. for 2011-2012 and 2012-2013 winter seasons. Sue seconded. Motion passed.

Phil moved to appoint Cease Blocker to the Personnel Committee. Deb seconded. Motion passed.

Closing words. Meeting adjourned at 8:06pm. Next meeting December 1, 2011

Submitted by

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Peter Pellegrino (date)

## **Board of Trustees Meeting October 6, 2011**

Present: Phil DePietro, Erica Hoelscher, Ira Lerner, Peter Pellegrino, Jan Philips, Marie Tweed, Sue Weber, Rev. Don Garrett

Meeting called to order at 7:06pm.

Opening words and chalice lighting by Marie.

September minutes approved as submitted.

VP's report: Marie thanked everyone for help at Don's installation. Amy Cohen is taking charge of Hospitality. Announcement reminders on Google are not working. Program Council decided it would be burdensome to keep track of volunteer time as proposed.

Treasurer's report from Jan: Allen Zinnes has done checkbook reconciliation. We held our own for month. We're ahead for the year, but not as far ahead in income as last three years. We are not as far ahead in net as we were in the past three years. We are caught up w/Don's compensation. We are caught up on UUA, JPD dues. Finance Committee will meet next week; the final report for October will be issued after Finance meets.

Minister's report: Don gave out a list of his recent activities.

Marie made motion to ratify A.D. Computer as payroll services provider. Phil seconded. Motion passed.

Ira made motion that the minutes reflect the correction to the budget to show the actual percentage increase that was approved for Don's compensation and to add a footnote to the budget explaining the change. Sue seconded. Motion passed.

Ira moved to authorize a letter in support of the possibility of a new congregation in Cressona, PA. Sue seconded. Motion passed.

Don discussed UUCLV response to Buxmont UU flooding. Referred question to Social Action Committee to contribute half of plate collection in December.

Marie made motion to appoint Bernie Bujnowski Chair of the Capital Improvement Task Force. Phil seconded. Motion approved.

Discussion of elevator/lift for building.

Phil moved to accept contract with Fritch Fuel to service the boiler. Marie seconded. Motion passed.

Discussion of South Tower leak repair.

Discussion of Link mailings.

Board was reminded that the retreat is on Saturday, Nov 12, 9:30 to 3:30 pm in the Community Room.

Closing words.

Meeting adjourned at 8:45pm

Next meeting is Thursday Nov 3<sup>rd</sup> 7pm.

Submitted by

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Peter Pellegrino

11/8/2011

## **Board of Trustees Meeting Minutes Sept 1 2011**

Present: Mark Albright, Phil DePietro, Erica Hoelscher, Deb Hunter, Peter Pellegrino, Jan Philips, Marie Tweed, Sue Weber, Rev. Don Garrett

Meeting called to order at 7:04pm.

Opening words and chalice lighting by Mark.

August minutes approved as submitted.

President's report from Mark: Mark discussed his work on Don's installation.

Vice President's report from Marie: Program Council is working on updating documents. There is a UUCLV user's guide in development. Fall Program Council retreat will be on Oct 29<sup>th</sup> at the church 9:30a to 3p.

Treasurer's report from Jan: Still ahead for the year. August was bad for cash flow due to sidewalk repair and single large fuel delivery. Need to get people to pay their pledges and will make pitch for that at Sunday services. Incomewise, we're about where we should be. We are looking at an outside payroll service and hope to have a recommendation to the Finance Committee by next week.

Minister's report from Don: Don distributed a list of his recent activities.

Discussion of welcome announcements/snacks.

Board wants the President or Vice President to sign rental leases and contracts.

Sue made a motion to accept Don's list of committee members for the Committee on Ministry. Phil seconded. Motion passed.

Discussion of Cease Blocker's public church proposal.

Discussion of allowing members of the congregation to address the Board.

Mark reported on discussion w/UUA capital campaign consultant.

Don presented a Capital Improvement Task Force Charter Draft.

Deb made a motion to approve Don's draft. Sue seconded. Motion passed.

Board went into executive session at 8:58pm

Board returned to regular session at 9:09pm.

Board ratified the 2011 budget as it relates to Don's compensation and agreed to Don's request to apply the increase to the salary portion of his compensation.

Board will discuss possible employee benefit enhancements at the upcoming retreat.

Mark will not be present at the October Board meeting.

Closing words.

Meeting adjourned at 9:10pm.

Next meeting: October 6, 2011 at 7pm

Submitted by

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Peter Pellegrino (date)

## **Board of Trustees Meeting Minutes August 4, 2011 DRAFT**

Present: Mark Albright, Phil DePietro, Hope Wesley Harrison, Deb Hunter, Ira Lerner, Peter Pellegrino, Jan Philips, Marie Tweed, Sue Weber, Rev. Don Garrett

Meeting called to order at 7:05 pm

Opening words and chalice lighting by Mark.

Minutes of July meeting approved as revised.

President's report from Mark: Nothing dire is going on.

Vice President's report from Marie: Program Council is looking at how to handle the perishable components of Hospitality. They are also looking for help with the web site.

Treasurer's report from Jan: income is ahead of expense for July, largely because of a paper transfer of prepaid pledges. Expenses do include down payment for sidewalk repair. Church did not get an electric bill this month, and there is no fuel oil bill for this month, but there is no indication of what it will be in August. Hours of the hourly employees will be reported to the Treasurer before checks are issued. Allen Zinnes will do the checkbook reconciliation every month. A list of checks will go to the Finance Committee and the Board. Don Davis will have the role of collecting money and assigning it to the proper category and depositing it in the bank. "Change in net assets" added to financial report. Finance Committee is looking at switching from Smith Barney to Vanguard for lower fees. Finance Committee is looking at system for deciding how much we should keep in reserves.

Minister's report from Don: Issue of how much to pay the Sunday helpers was discussed. Don discussed his recent activities.

Hope moved that since the Sunday helpers were not given notice when the Board intended, the church should compensate them with cash (\$172 each) and thank them for their service. Zoe's last day will be Aug 7 and Raphael's last day will be Aug 14. Phil seconded. Motion passed.

Mark discussed plans for Don's installation.

Deb moved that the Board authorize the Property Committee to proceed at its earliest convenience to effect needed repairs to the church's Wall Street sidewalk and, as necessary, the gym/kitchen entrance, at a cost not to exceed \$5,750, to correct serious drainage problems that continue to threaten the foundation and interior spaces of the property. Sue seconded. Motion passed.

Discussion of creation of task force to verify costs of capital items as indicated on the long range plan.

Discussion of using a UUA capital campaign consultant.

By unanimous vote, the Board adopted the following resolution.

RESOLVED: in accordance with the priorities in the Long Range Plan approved by the Congregation in June, 2011, the Board shall develop a charter for a task force to be created to obtain and re-verify estimates in conjunction with the Board's responsibility for funding sources, including a multi-year capital campaign.

Don, Marie, and Sue will begin to develop a charter for the next Board meeting.

Discussion of next Board retreat. Date is Saturday, Nov 12 at the church, 9:30a to 3:30p

Board went into executive session at 9:04pm

Board returned to regular session at 9:14pm

Phil moved that the Board authorize the hiring of Robert F. Sclafani as the church's new part time sexton, working for 24 hrs per week, including four or five hours on Sunday, at a rate of \$13/hr, beginning Aug 8, 2011. Marie seconded. Motion passed.

Closing words.

Meeting adjourned at 9:31pm

Submitted by

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Peter Pellegrino (date)

Next meeting September 1, 2011 at 7pm

## **Board of Trustees Meeting July 7, 2011**

Present: Mark Albright, Phil DePietro, Hope Wesley Harrison, Erica Hoelscher, Deb Hunter, Ira Lerner, Peter Pellegrino, Jan Philips, Marie Tweed, Allen Zinnes.

Meeting called to order 6:58pm

Chalice lighting and opening words from Mark.

Annual meeting and June Board meeting minutes approved as submitted.

Vice President's report from Marie: Program Council is putting together a task force on potential vision for Community Room renovation. Phil and Chris Culton, as Property Committee co-chairs, were asked to chair task force and they accepted.

Treasurer's report from Jan: We are slightly ahead for the year and have not had to go into reserves.

Ann Stuart Thacker will not be able to chair the Stewardship Committee. Frank Claps has volunteered to chair Stewardship. Ira moved that Frank Claps be appointed Chair of Stewardship Committee. Phil seconded. Motion passed.

Jan reported on the results of financial review. Much of the report is about accounting procedures. Report was favorable but with three recommendations. Two of those have to do with procedures. More than one person should handle bills, checks, and reports. There is no paper trail between the management and the treasurer and there should be. When Don gets back, Treasurer will address with him the paper trail issue and a timeliness issue. Suggestion from Jan is to have a second person reconcile the checkbook each month. Finance Committee should see a monthly list of disbursements.

Phil moved to appoint Jan Treasurer and Allen Zinnes and Don Davis as assistant treasurers. Deb seconded. Motion passed.

Financial review and accompanying letter will be appended to this month's minutes as filed in the church office.

Deb volunteered to be a liaison to the Personnel Committee. Board concurred.

Board must appoint a replacement for Marie Tweed on the Personnel Committee. Issue is deferred to next meeting. Mark will talk to Tara Stephenson for suggestions. Board members were asked to submit suggestions.

Board went into executive session at 7:53pm.

Board went into regular session at 8:10pm

Erica moved to accept the recommendation of the Personnel Committee to change the status of Jansen Wendell from consulting lifespan education coordinator to lifespan education coordinator. Deb seconded. Motion passed.

Board reached consensus on moving consideration of the “Personnel Committee Purpose and Function” document to the August meeting.

Ira moved to accept revised personnel manual as submitted. Hope seconded. Motion passed.

Board discussed changes in sexton position.

Marie reported on Community Callers program.

Mark discussed Don’s installation.

Closing words.

Meeting adjourned at 9:15pm

Submitted by

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Peter Pellegrino (date)

## Board of Trustees Minutes June 2, 2011

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

Meeting called to order at 7:03pm.

Opening words from Don and chalice lighting.

Minutes from May Board meeting approved as distributed.

President's report from Bill – things are reasonably quiet at the UU.

Vice President's report from Mark. Program Council is closing out its year and committees are submitting annual reports.

Treasurer's Report from Jan – Things look good. Cash flow is excellent. Income is slightly ahead and expenses are lower so we have favorable income/expense balance and is better than average of last three years. May have significant surplus at end of year. Pledge payments are ahead of annual budget. Attrition for year will be less than ten percent. Fundraising is behind.

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

Board reappointed Drew Keister to Personnel Committee pending his acceptance.

Mark moved to approve the proposed Annual Budget for 2011-2012 as submitted. Deb seconded the motion. Motion passed.

Board discussed annual meeting coming up.

Closing words from Don.

Adjourned at 8:30pm

Next meeting July 7, 2011, at 7pm

Submitted by

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Peter Pellegrino

(date)

## **Board of Trustees Meeting Minutes May 5, 2011**

Present: Mark Albright, Erica Hoelscher, Fran Kennedy, Peter Pellegrino, Bill Thompson, Sue Weber, Rev. Don Garrett, Bernie Bujnowski, Jean Davis

Meeting called to order at 7:02pm

Opening words from Don and chalice lighting.

Minutes from April Board meeting approved as distributed.

Bernie reported on Fact Finding Report Concerning the Existing Church Building and discussed Long Range Planning's Ranking of Proposals.

Jean updated Board on work of Committee on Ministry.

Don presented a list of his recent activities.

Treasurer's report from Sue. May have small surplus at end of fiscal year. Cash flow is good and endowment fund is doing well.

Minutes from June 13, 2010, Annual Congregational Meeting approved with minor corrections.

Sue discussed the latest version of the budget.

Meeting adjourned at 8:57pm.

Next meeting on June 2, 2011 at 7pm.

Submitted by

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Peter Pellegrino (date)

## Board of Trustees Meeting Minutes April 7, 2011

Present: Mark Albright, Phil DePietro, Erica Hoelscher, Ira Lerner, Peter Pellegrino, Jan Philips, Bill Thompson, Sue Weber, Rev. Don Garrett

Meeting called to order at 7:03pm.

Opening words from Don and lighting of chalice.

The minutes from the March meeting were approved as distributed.

President's report from Bill: Revised personnel policy manual available in GoogleDocs along w/current manual. Will discuss after everyone has read the new manual.

VP report from Mark: Program Council humming along. Mark is satisfied w/attendance so far. Spaghetti dinner is Apr 16. May 7, Membership Committee is throwing Cinco de Mayo party.

Treasurer's report from Jan: Good shape income vs expense for this time of year. Income is where it should be, but expense is lagging. Paypal acct is working.

Minister's report from Don: Don distributed a list of his recent activities.

Pete gave a report on upcoming Haven prom.

Mark reported on the contest to rename the church newsletter. Program Council reviewed the almost 60 entries and narrowed it down to three finalists: *Connections*, *The Link*, and *The Advocate*. After discussion, consensus was reached that it should be *The Link*. Mark moved to make the decision official. Passed.

Annual meeting is June 12 by unanimous consent.

Closing words from Don.

Meeting adjourned at 8:54pm.

Submitted by

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Peter Pellegrino (date)

## **Board of Trustees Minutes March 3, 2011**

Present: Mark Albright, Phil DePietro, Erica Hoelscher, Deb Hunter, Fran Kennedy, Peter Pellegrino, Bill Thompson, Sue Weber, Rev. Don Garrett

Meeting called to order at 7:05pm

Chalice lighting and opening words from Don.

Minutes from January 30 special meeting are approved as submitted.

Minutes from February 2 regular meeting are approved as submitted.

President's report from Bill: Might give thought to next Board retreat after new Board is seated.

Vice President's report from Mark: Program Council has had two good meetings back to back. Changing of newsletter name is well underway with 55 suggestions so far. Spaghetti dinner is on for April 16<sup>th</sup>.

No treasurer's report.

Minister's report from Don: Don gave out a list of his recent activities.

Bill gave a list of upcoming webinars offered by JPD.

Mark moved that going forward a request by active members to be placed into inactive status will be deemed a request for associate membership. Motion passed.

Sue presented information about committee operations.

Closing words from Don.

Adjourned at 8:58pm

Next meeting Thursday, April 7, 7pm

Submitted by

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Peter Pellegrino

(date)

Board of Trustees Meeting February 3, 2011

Present: Mark Albright, Phil DePietro, Ira Lerner, Peter Pellegrino, Jan Phillips, Bill Thompson, Sue Weber, Rev. Don Garrett

Meeting called to order at 7:11pm.

Chalice lighting and opening words from Don.

Minutes for January approved as distributed.

President's report from Bill: Cease Blocker will represent UUCLV at UU House board meeting. After this, UUCLV will no longer be on the board.

Vice President's report from Mark. Program Council had January meeting. Sept 18, 2011, is the new date for Don's installation.

Treasurer's report from Jan. Things continue to look good. Heater is fixed. Cash income is good. Paid ahead for UUA and JPD dues. Fourth-quarter report and dividend check from UU endowment fund received too late to include data in January report.

Minister's report from Don. Don passed around a list of his recent activities. Don had a good discussion w/Program Council about purposes of the church. Don suggests the purpose of the church is to help members grow. He suggests working to improve communication skills, changing the name of newsletter, and returning to printed and mailed newsletter.

Mark moved that full time employment be defined as 37.5 hours a week. Motion passed.

Phil reported on maintenance vendor prices. He reported that we have a new plumber and new electrician on the vendor repair list.

Closing words from Don

Adjourned at 9:14pm

Submitted by

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Peter Pellegrino

(date)

Board of Trustees Meeting January 6, 2011

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

Meeting called to order at 7pm

Opening words from Don and chalice lighting.

Bill went over Rules of the Road, which are rules for interaction among Board members during meetings.

Minutes approved as distributed.

President's report from Bill. Roof is done. Last invoices in.

Vice President's report from Mark. No Program Council meeting in December, will have next meeting this month.

Treasurer's Report from Jan. Cash is good at moment, typical for this time of year. Good net income, in good shape at the moment. Behind on fund raising and building use. Paid ahead on UUA dues. Roof contractor paid.

Minister's report from Don. He gave a summary of his activities in the last month.

Ira made motion to go into Executive Session at 7:34pm. Motion passed.

Bill made motion to return to open session at 8:10. Motion passed.

Ira made motion that Board accept recommendation of Religious Education and Personnel Committees to hire a new CLEC, who is Jansen Wendell. Motion passed.

Don's installation will tentatively be on April 3 or 17<sup>th</sup>.

Per Bill, Peter will send recent minutes to Kerry for posting on the church web site.

Adjourned at 9:15pm. Next meeting February 3, 2011, 7pm

Submitted by

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Peter Pellegrino (date)