

**TO:** All Souls Unitarian Universalist Community

**SUBJECT:** Board of Trustee Meeting

**DATE:** 4 April 2002

**MEMBERS PRESENT:**

Dolores Mitchell	President
Billie Clark	Vice President
Arlene Anderson	Treasurer
Barbara Sporcic	Secretary
Maggie Adams	Retreat Committee Co-Chairperson
Sandra Alonzo	Retreat Committee Co-Chairperson
Sue Crouch	Communications Committee Chairperson
Jim Fulton	Membership Committee Co-Chairperson
Kathleen Stidham	Religious Education Committee Chairperson and Pastoral Care Committee Chairperson

**Discussion:**

1. Carol Murphy from the OUUC Aesthetics Committee spoke to the Board about decorations for Rev. Art Vaeni's installation on 28 April. ASUUC has volunteered to purchase floral arrangements for the event. Carol shared designs for the sanctuary and refreshment tables and indicated that she needed one large and three small bouquets. The Board agreed to have a florist prepare and deliver the flower arrangements and pay for them from the special collection and the general funds, as needed.
2. Dolores requested that the committee chairs prepare budgets for the final quarter of the fiscal year. Jim requested a copy of the current budget for information on which to base future budget projections. Arlene will bring copies to the next service.

3. Treasurer's Report - Arlene reported the following:

- Income for March:           \$ 1757
- Expenses for March:       \$ 375 - Rent
  - 25 – Trans West Yellow Pages Ad (will not be renewed)
  - 470 – Annual affiliation fee (1/3 year)
  - 82 – Olympian Ads
  - 300 – Sunday services
  - 75 – Music
  - 108 - Guest at Your Table
  - 10 - Stop Check Fee
- \$ 1445 – Total
- Checking Balance \$ 1257.88
- Savings Balance   \$ 125.00
- Building Fund     \$25,242.59
- Special Collection for Flowers   \$ 140.00

- Retreat Balance \$ 3,128.16

4. Small Fellowship Retreat Committee

a. The Board and attendees answered questions that Eileen had emailed to members re retreat participants. Eileen is determining the room assignments. There was a discussion about the retreat accommodations

b. Sandra reported that the final retreat meeting would be at her home on 18 April.

5. Dolores indicated that Jeanne had emailed everyone about the upcoming series of "Teaching Virtues" classes being offered by Associated Ministries. They are aimed at giving youth basic ethics drawn from different traditions.

6. Fellowship Application Dolores announced that the application and check were sent to UUA. The committee will meet in late April to determine fellowship status. Board members and meeting attendees discussed the General Assembly program during which new fellowships are accepted into the UUA. Sandra encouraged as many community members to attend as possible. The group also discussed the need to plan a celebration for the upcoming affiliation.

7. Newsletter

a. Rather than mailing monthly newsletters, Sue proposed a six-page newsletter that would include a two-month calendar of events.

b. Sue requested that all dates for meetings and other events be sent to her via email for inclusion in the newsletter.

c. A suggestion was made to publish the proposed changes to the by-laws in the newsletter.

8. Long-range Planning Meeting Kathleen will facilitate the long-range planning meeting on 8 June, 11 a.m. to 5 p.m., at College Pointe Apartments clubhouse. There will be a potluck lunch with a planning session afterward. The community will make recommendations on investing in meeting space, hiring a part-time minister and other issues that the community faces.

9. Billie requested clarification on:

a. Ordering Supplies. The Board agreed that a procedure needs to be established to order supplies and make other small purchases, especially in light of the new committees that have been formed. A discussion centered on the need for internal controls in our financial and accounting procedures.

b. Youth Group Meetings. Billie asked the Board to think about where and when our youth group will meet. Barbara will bring examples of permission slips and other procedural forms for the Religious Education Committee to consider/recommend to the Board.

c. Junior Membership. Billie asked which membership book a Junior Member should sign. Junior Members are those persons 12 to 18 years of age. The Board agreed that they should sign a junior membership book per the by-laws.

10. Kathleen, the ASUUC web master, announced that she was creating a “members’ corner” on the web site and asked Sue to put information about it in the newsletter. The Board discussed the security of the members’ corner. Jim will put together a questionnaire for members to obtain information that they would be willing to have posted on the web site.
11. The Board voted to renew our membership in the Church of the Larger Fellowship.
12. The Board approved the purchase of the “We Believe” curriculum for use in the children’s RE classes in the fall. The curriculum can be adapted to all age groups.
13. The next meeting will be held at Barb’s apartment clubhouse on 2 May at 6:30 p.m.

Respectfully submitted,

Barbara Sporcic

ASUUC Board Secretary