

# ASUUC Board of Trustees Minutes

## November 12, 2008

Call to Order 7 pm

Present were Patti, Doug, Carlene, Jean, and Billie.

Absent: Arlene, Stephen

The minutes of the previous meeting and agenda for today's meeting were approved.

**Treasurer/Finance reports** for 11/12/2008 were distributed by Jean. She also informed us that Lisa Costello is no longer with Re Max and will not be our property manager. Nancy Gieger will begin this next month. Lisa will be contacted by Carlene if Lisa doesn't contact us first so that the heating and air circulation can be fixed asap.

### **Committee Reports**

**R.E. Jean**—"Spirit in Practice" Tapestry will begin in January.

**Member Arlene** . Greeter training occurred as planned with three new greeters trained. Sign-up sheets have been revised.

### **Old Business**

**Facilities Use**—Carlene will need to keep a schedule/calendar and keep it current with the facilities use calendar in our kitchen.

Jean, Carlene and another party will get together and draw up a facilities policy, procedure, guidelines, and agreement draft to distribute by email to board members in time to get feedback from all board members before the next board meeting. All board members need to respond to the draft.

Plans for District Executive Visit—Jeanine Larson will be at All Souls on Sunday, Jan 18<sup>th</sup>. She will be introduced during the service recognizing the work she does for us at PNWD. There will be a time for her to give us information and for the community to ask questions.

### **New Business**

"Ministers" at All Souls—When the bylaws are revised next year, the board recommends the committee strike the section that talks about licensing and ordaining a minister in Article 7.

Member Orientation Class—Will take place after the service the 16<sup>th</sup> of Nov.

There was a discussion but no action taken on having a drop box outside for people to drop off donated items when we are not here.

Anniversary Plans—Billie will chair the committee.

Official archive storage. We will keep paper files at the church for easy reference as well as computer files. Doug suggested using email storage as a back up file. We now need to gather and compile all the files we have.

**Action Items:**

1. Facilities Committee—Use Policy ready for vote in December.
2. Carlene will contact REMAX about the heating and air circulation.
3. Bylaws Committee—Carlene, Chair, will be formed in January to have draft for March meeting.
4. Carlene will need to keep a schedule/calendar and keep it current with the facilities use calendar in our kitchen.
5. Jean, Carlene and another party will get together and draw up a facilities policy, procedure, guidelines, and agreement draft.
6. Billie will lead the Board in gathering and compiling all the files we have.

Adjourned at 8:30

December 10 will be our next meeting date.