

First Jefferson Unitarian Universalist Church
1959 Sandy Lane
Fort Worth, TX 76112

Board of Trustees - Regular meeting
March 20, 2016

Minutes

Board members present: Tasha Morris, Irene Forrester, Mary West, Charlotte Bailey, Roy Brake, Bill Maginnis, as well as Reverend Jennifer Innis and Michael Zepeda, ex-officio members.

The meeting was held at First Jefferson, in Jagers Parlor.

Meeting called to order at 1:53 p.m. by Tasha Morris.

Mary West stated that a quorum was present.

A brief check-in occurred.

The board reflected upon the board covenant.

Appointed Irene Forrester as process observer and Michael Zepeda as timekeeper for this meeting.

The board developed an agenda by consensus for the remainder of the meeting.

A review of the minutes from the February meeting occurred. Small changes were made.

Reverend Innis presented the Minister's Report as well as an update on the Committee on Ministries members.

Tasha covered the Finance Report and updated the Board on the Town Hall meeting scheduled for March 20, 2016 after services.

Action Items from the previous meeting were reviewed: Irene will not call a Church Council Meeting until the Budget Drive is completed. Mary, Irene, and Roy went over the NTUUC grant information and made suggestions on where to cut the \$2,052 difference between what was requested and what was received. Irene has scheduled the Art Fair for September and information has been shared on Facebook.

Tasha led the Board in the spiritual practice of gratitude.

Reverend Jennifer discussed chapter three of the How Your Church Family Works. Tasha addressed the date for the Congregational Meeting -- May 22. The agenda for the Congregational Meeting will be set at the April 17 meeting. The Agenda will be sent on May 1. A special Board Meeting is scheduled for May 7 in a classroom. Action Items: Tasha will get with Karl on calendaring. Mary will determine due date for reports by next Board Meeting.

A short break was taken.

Tasha announced Bill and Mary are interested in attending Dwight Brown Leadership Experience in Little Rock in August. A motion was made, and seconded, to approve these two Board members for the training. The motion carried

Reverend Innis explained there are two nominations for the Jefferson Award this year. A motion was made, and seconded, to approve the two nominations. The motion carried.

Tasha led a discussion on the recent Alarm System bids. A motion was made, and seconded, to go with SSD. Their contract is for a \$213 monthly fee for monitoring and service. The initial payment of \$1500 is to upgrade both the fire and the alarm system. They also provide free annual upgrades. This is a five year contract.

Reverend Innis talked to the Board about a church building check-up. This is a walk through the building looking at the building as a first time visitor might see it, ascertaining visibility, and an evangelical check-up. Anyone wanting to volunteer for any of these processes, see Tasha.

Tasha led a discussion on using funds from the Endowment Fund to pay for the repainting of the outside of the church. A discussion ensued debating using that much of the Endowment Fund for professionals when utilizing church members would result in a much lower cost. The motion does not pass to use Endowment funds. A motion was made, and seconded, to table this discussion until all other topics discussed. Motion carries.

Irene introduced the topic of fundraising during the budget drive. RE Council currently has permission to host a fundraiser on the third Sunday of the month. All other fundraisers must have Board approval. RE Council was instructed they could not have their fundraiser in March due to Budget Drive activities. They requested to have their fundraiser on Easter, the fourth Sunday, instead. A motion was made, and seconded, to let RE Council have a fundraiser on Easter morning.

Tasha informed the group that the church has received bids on the plumbing issue. The difference in the two bids is near \$3,000. The church is awaiting other bids. A motion was made, and seconded, to empower the Executive Committee to select and authorize the work, rather than call a special Board Meeting. Another motion was made, and seconded, to authorize up to \$13,000 from the Endowment Fund to cover the costs of repairs. Both motions carried.

Tasha revisited the painting topic. It is suggested a task force form to determine best course of action. Irene, Bill, and Charlotte make up the task force and they will report back at the April meeting.

A brief check out occurred.

The chalice was extinguished and provided closing words said.

Meeting adjourned at 5:44 pm.

Agenda as created at Board meeting

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| Call to Order |
| Certification of quorum |
| Chalice lighting |
| Review of covenant |
| Appoint process observer & timekeeper |
| Check in |
| Acceptance of Minutes |
| Minister's Report |
| Financial Report |
| Review of last month's action items |
| Spiritual practice |
| Systems Theory, Chapter 3 |
| Date for Congregational Meeting |
| DBLE Nominations |
| Jefferson Awards |
| Painting from Endowment |
| Alarm System |
| Church Building Check Up |
| Fundraising during Budget Drive |
| State of Plumbing |
| Closing words & extinguishing the chalice |
| Adjourn |

Action items from March meeting :

| Topic | Who | What | Due Date |
|--|------------------------|---|------------------------------|
| Calendaring Congregational Meeting Items | Tasha | Get with Karl to ensure all dates are listed on church calendar | Next meeting |
| Due Date for Reports | Mary | Determine when all reports for Congregational Meeting due | Next meeting |
| DBLE | Tasha | Submit names to LDC | Prior to nomination deadline |
| Alarm System | Tasha | Get with Karl to sign contract with SSD | ASAP |
| Plumbing Contract | Executive Committee | Meet to go over bids and select/authorize plumbers | ASAP |
| Painting | Task Force | Irene, Bill, and Charlotte come up with plan for painting outside of building | Next meeting |

Outstanding items from previous meetings:

| | Topic | Who | What | Due Date |
|--------|------------|---------------------------------|---|----------------------------------|
| August | Safety | Roy | Contact Fire Department re: fire evacuation | Reassigned to Tasha |
| | Strat Plan | Jean | Convene Staffing taskforce, develop steps for strategic plan; research what healthy staffing levels look like | On hold |
| June | Finance | Tasha | Talk to Connie about Endowment Fund loan not showing bequest used for roof | Open |
| March | Safety | Irene, Roy, Rev. Jenn | discuss fire drill with RE council, Rev. Jenn & Roy to attend that meeting | On hold pending policy taskforce |
| | Safety | Tasha, Michael, Jean, Rev. Jenn | Draft safety plan to bring back to the board | In process – policy taskforce |