

AUGUST 2019 MINUTES

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

Board of Trustees - Regular meeting
August 18, 2019

Board members present: David Winkowski, Jo Burnham, Dan Sexton, Mary West, Della Purdin, and Betty Churchman.

Also present: The Reverend Annie Foerster and Karl Thibodeaux.

David called the meeting to order at 1:11 pm and the chalice lit.

The agenda was updated.

Jo volunteered to act as Process Observer and Dan volunteered to be Timekeeper.

Mary said a quorum was present and read the Board of Trustee Covenant.

All present checked in.

Karl reported that he updated his job description and wanted to update his job title. This was based on research of other congregations from the UUA Administrator list. His hours in the office have also changed. He now is in the office every weekday. Monday, Tuesday, Thursday, and Friday he is here from 9 am until 2 pm. Wednesdays, he is here from 2 pm until 7 pm. A motion was made, and seconded, to change Karl's title to Church Administrator effective immediately with an appropriate raise within the next 12 months, if financially possible. The motion carries.

David led the group in a guided meditation for the spiritual practice. Mary volunteered to for the spiritual practice for September.

The minutes from July were accepted.

Annie covered her Minister's Report.

Dan presented the Finance Report.

The previous month's action items were updated.

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The child care service used for the nursery was discussed. We need to determine how much we are paying the service now. Mary will explore the services mentioned on Facebook for Religious Educators. Betty will talk to Karl so he knows he will be listed as the sole contact for the current service. Finance will research past payments to determine if we have been billed for time when we have not had child care workers.

Mary updated the Board members on progress of the Service Auction. A theme has been decided and menu is next major item to determine.

The Board decided on a communications plan. Each contributed the best way to communicate. A text will be sent to all members when something of importance is posted to the Board's Facebook group. All are sending Mary their phone number so a group text chain can be started.

David handed out a job description for the Stewardship Committee. This is a year-round job. David will upload it to the Facebook group and all are asked to give input.

Della needs people to help with the NTUUC picnic and needs water toys for the kids. Our church is supplying drinks while the other churches are supplying other food items.

Annie is recruiting members for the Leadership Development Committee.

Della would like to be the chair of the Music Committee. A motion was made, and seconded, making Della the chairs. The motion passed.

Annie requested the church pay for LREDA dues and the dues of any RE professional we have. Currently it is Thomas. A motion was made, and seconded, to pay the \$55 fee. The motion passed.

The keyholder training did not happen in August, as was planned. It is rescheduled for September on potluck Sunday and then another in October, also on potluck Sunday.

Betty and David will become TABC certified and also learn what the rules are for having wine in a service auction basket.

Jo is working with Teen Pride. First Jefferson will have an informational table there.

A motion was made, and seconded, to pay the annual dues of \$100 for the UUA President webinars. The motion passed.

The meeting adjourned at 4 pm.

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Updated Action Item list:

| Topic | Who | What | Due Date |
|----------------------------|-----------------|---|------------------------------|
| Church chore sign-up sheet | Della | Compile a list of different chores to display on a sign-up sheet | Ongoing |
| Building | Dan | Replace/repair doors | Ongoing |
| Building | Dan | Roof repair | Ongoing |
| Building | David | Accessible front doors – cost and funding | September meeting |
| Green Sanctuary | Annie | Continue looking for a chair | September meeting |
| Keyholder training | David | Have a training at September potluck so all know how to open and close building | September potluck |
| Stewardship Committee | Board | Look at job description David sends and think of Chair ideas | September meeting |
| Alcohol policy | David | Research FJ's policies and look at other congregations' alcohol policies | September meeting |
| New group | Betty | Meet with Joel Bailey to discuss the new social group he is forming | September meeting |
| Church policies | David | Look at the written policies and the electronic policies to determine best way to combine | September meeting |
| Tree Removal | Dan | Get more quotes to remove pine tree | September meeting |
| Spiritual Practice | Mary | Volunteers to lead in September meeting | September Meeting |
| Child Care | Mary | Research alternative | September Meeting |
| Child Care | Betty | Inform Karl he is sole contact with service | September meeting |
| Child Care | Dan | Research if we have been charged appropriately | September meeting |
| Phone numbers | All | Give Mary cell numbers for group texts | ASAP |
| Key holders | Betty | Ask Karl to compile list of current keyholders | Prior to training at potluck |
| TABC | Betty and David | Become certified and research liability of wine in baskets | September meeting |