

05/13/09

## **FUUSE Board Minutes for Wednesday, May 13<sup>th</sup> 2009**

Present: Jennifer Morriss, Tish Lewis, Bob Moore, Kendra Ford, Joy Bicknell, Ray Zolton, John Flackett, Kimberly Wootan

Those not present: Dave Szarmach, Karen Straub-Wiernicki

### **Meeting began at 7:00 PM**

#### **Opening Words**

Tish had some words to share from Rumi. The poem explores the idea of waking up and asking oneself "What do I really want?" The poem also explores the door found between the coming and going of two worlds.

#### **Old Business**

##### *Ethics in Action*

After nomination letters were read for the 2009 Ethics in Action Award, the Board made a decision who would receive this year's award. Bob and Kendra agreed that they would have a discussion about how the recipient of the award would be notified, and at what service the award would be presented. As a tradition, the Ethics in Action Award winner is kept secret.

##### *DRE Job Description*

There was language in the DRE description including the term Lifespan education. So, rather than Director of Religious Education, the job description included the new title: Director of Lifespan Religious Education (or DLRE). Some Board members asked for a definition (or clarification) about what the term Lifespan education meant. The Board reviewed the DLRE job description. Kendra felt that some outreach education to the Congregation about the meaning of lifespan education would be helpful.

Some feedback was offered to Kimberly, and some changes, additions were made to the DLRE job description. Under the heading "Program Planning and Implementation" on p. 2, the second bullet should be modified to read: Oversee the development and selection of curricula with the RECs. Under the heading "Administration and Oversight" on p. 2, the bullet about tracking RE expenses should read: Track all RE expenditures with the assistance of Treasurer/Finance Committee, maintain Jr and Sr Youth Group checkbook, and track reimbursements for RE related purchases. Under the title "Evaluation and Accountability" on p. 3, the last sentence was revised to read: The DLRE will be supervised weekly by the Minister and the Board.

**Joy made a motion that the Board accept the job description for DLRE with the changes noted on the printed copy of the description. Ray seconded. The motion passed unanimously.**

##### *Board of Trustees job description*

The title: Board of Trustees Job Description was changed to **Board of Trustees Guidelines**

On the printed copy of the job description (which was provided to Board members), the order of the responsibilities/duties was suggested to be renumbered (or reordered). The revised order is:

### **Board of Trustees Guidelines**

- 1) Be cheerfully willing and able to assume Board work including committee/task force liaison roles, make phone calls as needed and be a fully participating member of the Board of Trustees.
- 2) Arrive on time and prepared.
- 3) As a committee/task force liaison, attend that group's meetings in an ad hoc (non-voting) capacity, act as a policy resource when needed and keep the Board apprised of the committee's focus and progress.
- 4) Attend church operating functions such as budget hearings, workshops, Fall Goal Setting Meeting and the Annual Meeting and participate in church social events as able.
- 5) Be available for conversation with church participants by phone, e-mail and at coffee hour.

### *Pat's Vacation Time*

**Jennifer made a motion for the Board to approve an additional one week paid vacation (28 hours) for Pat Baker. Joy seconded. The motion passed unanimously.**

There was a note to review an e-mail sent from Wayne Demers regarding vacation time.

Cynthia Young stopped by (with cookies) and dropped off information pertaining to the printing costs of a booklet that advertises ongoing activities at FUUSE. The information was left with Tish to review.

### *Kendra's Sabbatical*

Kendra explained to the Board that she wishes to be on sabbatical in the spring of 2010. She said that a Sabbatical Committee will be formed to help with the planning and transition leading up to the sabbatical which will begin Feb. 1 2010. Kendra said that the period of time she will be away amounts to 12 Sundays. The period of time Kendra will be on sabbatical will be February 1<sup>st</sup> through June 2010.

**Jennifer motioned to accept the request by Kendra for a Preliminary Sabbatical Plan to begin as outlined dated May 13<sup>th</sup> 2009. Ray seconded the motioned. The motion passed unanimously.**

### *Design Charette*

Jeff Taylor and Chris Williams, holding a charette on Saturday, May 2<sup>nd</sup>, were impressed with the BFGS Program of Needs. They were also impressed with the way that the church in its current state is used like a ship – no wasted space. They liked the quality of the building(s). They recommended to stay in the community. The Board expects to receive a follow-up report with 3-4 key points.

A question came up (after the points made by Taylor and Williams are received). Can the steps they suggest be able to be moved forward under current zoning standards?

### *Finance Committee and Investments*

There was a discussion about how many signatories should be listed as such to authorize changes with regard to the Vanguard and Fidelity investment funds. A suggestion from Finance was to have three signatories: Jim Breeling, Tom O'Gorman, and Alex McCallum. After further discussion, the Board decided that we would

authorize one member of the Finance Committee to oversee these funds, until clarifications could be made with the Finance Committee.

**Bob made a motion “to authorize Jim Breeling to act on behalf of the church in regard to investments with Vanguard and Fidelity”. The motion passed unanimously.**

*Reports - Facilities Committee*

Tish will be talking with Tony and Dave Sandman about the Facilities Committee.

*Thank You*

A list of names will be given to various Board members to ask for help preparing thank yous and certificates of appreciation. A decision has been made to do the thank yous for church leaders, etc. for the service following the Annual Meeting.

The meeting ended at 8:55 PM.

Action and/or issue	Responsible Party and/or target date
Board minutes for April 8 <sup>th</sup> meeting were circulated to Board members, will be voted on at the June meeting.	Board of Trustees, Wednesday, June 10th.
Joy made a motion that the Board accept the job description for DLRE with the changes noted on the printed copy of the job description.	The vote was unanimous. The motion passed.
Jennifer made a motion for the Board to approve an additional one week paid vacation (28 hours) for Pat Baker.	The vote was unanimous. The motion passed.
Jennifer motioned to accept the request by Kendra for a Preliminary Sabbatical Plan to begin as outlined dated May 13 <sup>th</sup> 2009.	The vote was unanimous. The motion passed.
Bob made a motion “to authorize Jim Breeling to act on behalf of the church in regard to investments with Vanguard and Fidelity”.	The vote was unanimous. The motion passed.

Respectfully submitted,

Bob Moore