

Board of Trustees Meeting Minutes January 5, 2012

Present: Mark Albright, Phil DePietro, Hope Wesley Harrison, Erica Hoelscher, Deb Hunter, Ira Lerner, Marie Tweed, Sue Weber, Rev. Don Garrett

Meeting called to order at 7pm.

Opening words by Mark.

Personal sharing and Covenant review.

Discussion of moving pews in rear of church to accommodate sound board and make other improvements in the sound system. This project has already been funded in the budget. Board reached consensus to move forward with this project.

December minutes approved as submitted.

Treasurer's report: Jan was not at the meeting, but Mark reported church finances are in good shape.

Vice President's report from Marie: Program Council discussed issue with coming of age fundraising. Homeless shelter is doing well. New member potluck is on January 21. Very few people are participating in Chalice Lighters.

President's report from Mark: Got nice letter from new Schuylkill Haven area UU group. Fritch contract signed and returned as is the snow removal contract. We have received Stewardship Committee information for upcoming capital campaign.

Minister's report from Don: Don discussed issue with gas range in big kitchen. Don distributed a list of his recent activities.

Discussion of potential employee benefits. Deb will give direction to the Personnel Committee.

Executive session began at 8:18pm

Executive session ended at 8:21pm

Phil moved to reallocate a portion of the minister's compensation from taxable income salary to church provided UUA health insurance. Sue seconded. Motion passed.

Ira moved that Board recommend a modification to the bylaws to reflect a three-year position for the office of president, the first year being called vice president, who continues to lead the program council, the second year as president of the congregation, and the third year being past president with a focus on long range planning. All three positions are voting members of the Board of Trustees. These three positions function as the leadership team. Sue seconded. Motion passed.

Closing words.

Meeting adjourned at 9:03pm

Next meeting February 2, 2012

Submitted by

Peter Pellegrino (date)

Emergency Meeting of the UUCLV Board
1/22/12

Present: Marie Tweed, vice president; Deb Hunter; Don Garrett; Phil DePietro;
Hope Wesley Harrison (acting clerk); Erica Hoelscher; and Bernie Bujnowski of the
Finance Committee.

The chalice was lit.

Bernie Bujnowski from Finance, representing Finance and Property Committees reported that several storms this year resulted in leaks which opened a hole in the south tower and vestibule. Inspection revealed that old, porous masonry needs attention (repointing, brick replacement). Though the actual source of the leak has not been definitively identified, it appears that violent storm winds forced water through damaged masonry.

Phil moved to endorse the pursuit of funding and financing options needed to effect repairs to the east and north walls of the south tower and related interior repairs. Marie seconded. The motion passed unanimously.

The Board directed Bernie to explore financing options.

The chalice was extinguished and the meeting adjourned.

Submitted by

Hope Wesley Harrison (acting clerk)

_____ (date)

Board of Trustees Meeting Minutes February 2, 2012

Present: Mark Albright, Phil DePietro, Hope Wesley Harrison, Erica Hoelscher, Deb Hunter, Ira Lerner, Peter Pellegrino, Jan Phillips, Marie Tweed, Sue Weber, Rev. Don Garrett, Jean Davis.

Meeting called to order at 7pm.

Opening words by Mark.

Personal sharing and Covenant review.

Jean Davis reported on the activities of the Committee on Ministry.

January minutes approved as submitted.

Treasurer's report from Jan: UU is in very good shape. Net income year to date is good. Endowment fund has recovered. UUA and JPD dues paid. Checkbook reconciled by Allen Zinnes. Payroll service is up to date on required reporting.

Vice President's report from Marie: Announcements list set up for remainder of church year. Greeters and ushers list is on the web site. RE representatives are at both doors to greet newcomers with children.

President's report from Mark: Impressive attendance at worship. RE is doing well. Mark went over numbers from the recent UUA certification.

Minister's report from Don: Don distributed a list of his recent activities.

Phil reported on repairs to the south tower. Repairs may include the south wall. Preservation expert will examine south wall and estimate repair costs and criticality of repairs.

Sue moved to make Sunday, June 10, 2012 the date for the annual congregational meeting. Deb seconded. Motion passed.

Board discussed Program Council input on President/Vice President role changes.

Board discussed Program Council's request that church complex not be rented out until after 2pm on Sundays.

Marie moved that the church complex not be rented out before 2pm on Sundays. Phil seconded. Motion passed.

Youth board member idea is postponed for lack of interest.

Deb moved to confirm Jeanne Scheerbaum as adult RE chair. Ira seconded. Motion passed.

Ira discussed how to give out delegate cards to General Assembly.

Hope moved to approve revised sexton job description. Sue seconded. Motion passed.

Phil moved to recommend inclusion of long term disability and life insurance benefits for our employees in next year's budget. Marie seconded. Motion passed.

Closing words.

Meeting adjourned at 8:55pm

Next meeting Thursday, March 1, 2012 at 7pm

Submitted by

Peter Pellegrino

(date)

Board of Trustees Meeting Minutes March 1, 2012

Present: Mark Albright, Phil DePietro, Hope Wesley Harrison, Erica Hoelscher, Deb Hunter, Ira Lerner, Peter Pellegrino, Jan Philips, Marie Tweed, Rev. Don Garrett.

Meeting called to order at 7:03pm.

Opening words from Mark.

Personal sharing and Covenant review.

February minutes approved as submitted.

Treasurer's report from Jan Philips: Things are okay. We are running a little behind previous years. Fuel oil costs have surpassed the estimate, balanced in part by little expense for snow removal. Checkbook reconciliation is in progress.

Discussion of fuel costs.

Brief discussion about continuing town hall meetings at coffee hour.

Minister's report from Don: Don distributed a list of his recent activities.

Discussion of South Tower & South Wall repairs.

Don discussed the upcoming Core Mission Initiative.

Mark moved that the Board create a Core Mission Task Force and empower it to facilitate the development, together with the congregation, of a clear and concise statement of our church's purpose. Marie seconded. Motion passed.

Marie reported on Program Council input on various matters.

Board went into executive session at 8:14pm.

Ira moved to extend the meeting to 9:30pm. Phil seconded. Motion passed.

Ira moved that the Personnel Committee allocate one percent of the salary of employees working a minimum of 1000 hours per year to the UUA pension plan as a stepping stone to increased benefits. Phil seconded. Motion passed.

Closing words.

Meeting adjourned at 9:35pm.

Next meeting Thursday, April 5, 2012

Submitted by

Peter Pellegrino

(date)

Board of Trustees Meeting Minutes April 5, 2012

Present: Mark Albright, Phil DePietro, Erica Hoelscher, Ira Lerner, Peter Pellegrino, Jan Philips, Marie Tweed, Sue Weber, Rev. Don Garrett

Meeting called to order at 7:05pm

Opening words and sharing.

Minutes from January emergency Board meeting approved as submitted.

Discussion of town hall meetings. They will be continued until at least the end of the church year.

Minutes from March Board meeting approved as submitted.

Treasurer's report from Jan: Checkbook reconciled by Allen Zinnes with only minor changes. No outstanding items. We have fallen a little behind previous years in income versus expense. Fuel oil is well over estimate but balanced somewhat by low snow removal costs.

Vice President's report from Marie on Program Council: Announcements scheduled through the beginning of July. Church calendar will be done in May. Organ will be available for sale on Craig's List. Decided not to pursue request from Levitt Pavilion at ArtsQuest for volunteers. Core Mission Workshop last Sunday was successful. Nominating Committee is looking for people for various positions. Discussion of editorial control of press materials.

President's report from Mark: Core Mission Workshop had a great turnout. Mark is sending out materials to Wayne Clark for capital campaign. Mark will resign position at end of church year due to work constraints.

Minister's report from Don: Don distributed a list of his recent activities.

Discussion of South Wall repair.

Discussion of painting gym-level kitchen.

Discussion of budget plans and rental plans by Sue.

Discussion of minister's compensation and other budget matters.

Ira moved to extend the meeting to 9:30. Sue seconded. Motion passed.

Discussion of proposed bylaw changes relating to vice president/president/past president plan.

The Board moved to present the revised bylaw changes to the Congregation for approval. Sue made the motion. Ira seconded. Motion passed.

Closing words.

Meeting adjourned at 9:27pm

Next meeting May 3, 2012 at 7pm

Submitted by

Peter Pellegrino

(date)

Board of Trustees Meeting Minutes May 3, 2012

Present: Mark Albright, Phil DePietro, Hope Wesley Harrison, Erica Hoelscher, Deb Hunter, Peter Pellegrino, Marie Tweed, Sue Weber, Jean Davis, Rev. Don Garrett.

Meeting called to order at 7:05pm.

Opening words and chalice lighting.

Personal sharing.

Jean Davis presented a summary report by the Committee on Ministry. Committee is working on a covenant. Committee worked on Core Values issues. Don is closely involved with Committee activities.

April minutes approved as submitted.

Treasurer's report submitted by Jan via email. Pledge payments have nearly reached the desired goal. Income is good. On whole, the church is in good shape.

Vice President's report from Marie: The Communications Committee is working on electronic communications to find best way to present UUCLV to the broader community. They are working on survey to see how people use the church web site. Program Council will be putting together a church calendar for the next church year. Possible Board and Program Council retreats may be scheduled near the end of August. Town Hall meetings will be quarterly on fourth Sunday of designated month.

President's report from Mark: Sue Weber has agreed to assume the presidency for the next church year to replace Mark.

Minister's report from Don: Don distributed a list of his recent activities.

Mark moved that all monies received by the church from any source or which represent proceeds of fundraising in any way under the auspices of the UUCLV shall be deposited into the general fund for disposition in accordance with the church's annual budgeting process or otherwise subject to the direction of the Board of Trustees. Sue seconded. Motion passed.

Marie moved that the Board affirm the Communications Committee's efforts that are underway to discern the most effective up-to-date way to present the UUCLV to the community. Deb seconded. Motion passed.

Mark moved that a task force be appointed to consider and to recommend to the Board, whether to continue permitting alcoholic beverages to be served on church property by outside renters (i.e. at other than church-wide, church-sponsored events). Considerations shall include but not be limited to: 1) the impact of applicable statutes, regulations and

ordinances on the practice; and 2) applicable provisions of policies of insurance which afford coverage to the church and/or its officers and trustees for liability arising from any such rentals. The members of this task force shall include: Mark Albright, President; Marie Tweed, Vice President; Pat Herring for the Building Use Committee; Phil DePietro for the Property Committee; and Bernie Bujnowski for the Finance Committee. Marie seconded. Motion passed.

The Board is grateful for the efforts of the Capital Improvement Task Force.

Mark moved to extend the meeting to 9:30. Phil seconded. Motion passed.

Board discussed the recent town hall meeting and response to proposed changes to the bylaws and then approved several changes based on that input.

Board discussed proposed 2012-2013 budget.

Board discussed South Wall repairs.

Phil moved that Board endorse the 2012-2013 budget as proposed by the Finance Committee for adoption at the annual congregational meeting. Hope seconded. Motion passed.

Sue moved that the Board approve the appointment of Christine Davis to be Treasurer of the Congregation effective July 1, 2012. Marie seconded. Motion passed.

Don distributed questionnaires about the underlying values of why the church exists. Board members completed the questionnaires & returned them to Don.

Closing words.

Meeting adjourned at 9:33pm.

Next meeting Thursday, June 7, 2012.

Submitted by

Peter Pellegrino (date)

Mark P. Albright
533 Magnolia Road
Hellertown, PA 18055
hellertonian@gmail.com

June 7, 2012

Mr. Peter Pellegrino
Clerk of The Board of Trustees
c/o UUCLV
424 Center Street
Bethlehem, PA 18018

RE: My resignation as President

Dear Pete:

In accordance with Section 7.5 of the bylaws of the Unitarian Universalist Church of the Lehigh Valley, Inc., I am writing to submit my resignation as President of the congregation, effective at the close of the Annual Meeting on Sunday, June 10, 2012. I have genuinely enjoyed my time in this position; however, increasingly conflicting demands on my time following my successful kidney transplant surgery this January make it necessary for me to focus greater attention on my professional and family responsibilities.

Sincerely,



Mark P. Albright

Board of Trustees Meeting Minutes July 5, 2012

Present: Hope Wesley Harrison, Erica Hoelscher, John Kennedy, Peter Pellegrino, Jan Philips, Marie Tweed, Bill Vogler, Sue Weber.

Meeting called to order at 7pm.

Opening words, personal sharing, and review of the Board Covenant.

Minutes from the June Board meeting and the Annual Congregational meeting were approved by acclamation.

Treasurer's report from Jan: This has been a good year for the church financially. Part of the south wall has been fixed without withdrawal from savings. Pledge income has been doing better than expected this year.

Vice President's report from Marie: From Program Council meeting – advertising in local press (newspapers) will be starting at a cost of \$300 per year. Council is looking at possibility of Hospitality Teams for coffee hour, ushers, greeters, flowers and so forth. History shadow box in Community Room will be fixed up by Cecilia Collura-Eberhard. Church has acquired new software for membership tracking. Other UU church websites are being reviewed for ideas for the UUCLV web site

President's report from Sue: Getting used to the new position.

Alcohol Task Force will look into issues relating to alcohol use in the building by renters and church members. Current contracts have been modified to say only beer and wine at these events.

Bill Vogler offered to be Board Liaison to the Personnel Committee. Marie and others suggested some candidates for open positions on Committee on Ministry, Personnel Committee, and Board of Trustees.

Board discussed request by new church Women's Group for recognition.

Marie moved to recognize the Women's Group as an interest group of the UUCLV. Hope seconded. Motion passed.

Board discussed membership criteria.

Board discussed Capital Campaign.

The next Board retreat is Saturday, August 18.

No Town Hall meeting in July.

Closing words.

Meeting adjourned at 8:11pm

Next meeting August 2, 2012 at 7pm

Submitted by

Peter Pellegrino (date)

UUCLV Board Minutes
August 2, 2012

Attending: Sue Weber, Jan Forse, Chris Davis (Treasurer), Hope Wesley Harrison, Marie Tweed, Don Garrett

Meeting called to order at 7 pm.

The chalice was lit.

Round table check-in for personal sharing.

July minutes approved unanimously.

Treasurer's report – Chris Davis

- July was a good month, ahead of last year
- Checkbook is reconciled
- Financial review is in process, with a report likely for September
- The Board recommended that Chris mail out her report to the Board in advance of the next meeting.
- treasurer@uuclypa.org

Vice president's report

- Hospitality: A new organization process will identify four regional/neighborhood groups to rotate responsibility for food, flowers, ushers
- Website content: At the top right corner of the home page is a link to [Forms and Documents](#). On the right side of that page, is a link to the Document Library. (N.B. Those words appear to be an inactive link, the address for which ends with "for members only" as though it is intended not to be public, but the restriction is not in place.) The first subtopic is "General," and the first item in that library is [disruptive behavior](#). QUERY for the Board – is this content/placement appropriate for how we present ourselves to the public?

President's report of activities this month

- Placing phone calls to help church at various levels
- Collecting Info from UUA in preparation for capital campaign
- Reading and writing emails about rentals and rental policies

Minister's report of activities this month

- Updating job descriptions for church employees
- Supervising installation and of new database for membership data
- With core mission approved, is turning public focus to living our values

Unfinished business

- Alcohol task force: Bernie is doing research and Sue is checking insurance issues relevant to developing fixed alcohol use policy for renters.
- Personnel committee:

MOTION: Marie moved to approve the appointments of Linda Brown and Bob Kriebel to the Personnel Committee. Jan seconded. Passed unanimously.

- Committee on ministry: Search for members continues.

New business

- Memorial garden task force:

MOTION: Sue moved to create a task force of the property committee, comprised of Mark Albright, Phil DePietro, and a third person they choose. The Board authorizes this task force to design a memorial garden for the southwest corner of church property, a design that is subject to the approval of the Board. The task force will oversee the installation of the approved design at a cost not to exceed \$1,500. Marie seconded. Passed unanimously.

- Assessment visit from Dave Rickard 9/21-23/12
- | | |
|---------|--|
| 9/21/12 | Meeting with minister and DRE
Early dinner
Meeting with Board 7:00-8:30 pm |
| 9/22/12 | Assessment workshop 9:00-11:30 am
(Board members urged to attend)
Afternoon meeting with campaign leadership |
| 9/23/12 | Town Hall meeting after service 11:30 am |

- Finance committee fundraiser recommendation:

MOTION: Jan moved to accept the recommendation of the Finance Committee to approve the Green Committee's request for a fall plant fundraiser, *with the added specification that all promotional materials and publicity designate the UUCLV (full name) as host and beneficiary.* Marie seconded. Passed unanimously.

- Defining membership and bylaw revision: Deferred to next meeting.
- President's work email: susan.weber@chartinsurance.com
- Website content: Brief discussion of general priorities. Further along, Hope will help edit language.
- Important dates:
Board retreat: 8/18/12
Town Hall: 8/26/12
Assessment 9/21-23/12

Respectfully submitted,
Hope Wesley Harrison

Board of Trustees Meeting Minutes September 6, 2012

Present: Erica Hoelscher, John Kennedy, Peter Pellegrino, Marie Tweed, Bill Vogler, Sue Weber, Rev. Don Garrett, Phil DePietro

Meeting called to order at 7:05p

Opening words.

Personal Sharing.

Group conversation about what it means to be a compassionate community.

August minutes approved as submitted.

No Treasurer's report this month. Jan will take over for Chris Davis temporarily.

Vice President's report from Marie: Hospitality teams moving forward. Consolidated new member information document will be available on Sunday. Kerry is retiring from enews. Rene Orbin and Gene Hunter will continue the enews effort. The church organ is ready to be sold.

President's report from Sue: Put together information that our capital campaign assessment consultant needs. Sue discussed upcoming visit from consultant.

Minister's report from Don: Don distributed a list of his recent activities.

Memorial Garden report from Phil: Task Force has met several times and finalized plans on where to go next. \$1580 is approximate estimate and is within projected limits. Task Force requests extra pad of funds in case of cost overruns.

John moved that Board approve the plan for the Memorial Garden at \$1600 and provide an additional \$400 in case of extra costs. Bill seconded. Motion passed.

Board also requests that the Task Force develop rules for use of the Memorial Garden.

Sue moved to accept the recommendation of the Alcohol Task Force to continue the current policy of beer and wine only at rental events. Marie seconded. Motion passed.

Board discussed moving the Disruptive Behavior document on the web site to the bottom of the list.

Board discussed a possible youth member for the Board.

Board discussed need for new Board members.

Marie moved that the Board invite an ex officio (non-voting) Youth Representative to participate in the monthly Board meetings. Sue seconded. Motion passed.

Sue moved that Membership Committee provide a monthly report to the Board of any new members and/or members who have left the church. John seconded. Motion passed.

Board discussed proposed UUCLV Church Fundraising Event Request Form. Finance Committee will review the proposed form.

Sue moved that the Board approve the Global Mamas Fundraiser. Bill seconded. Motion passed.

Closing words.

Meeting adjourned at 8:57pm

Next meeting Thursday, October 3, 2012

Submitted by

Peter Pellegrino

(date)

Board of Trustees Meeting Minutes Oct 4, 2012

Present: Emma Finkle, Jan Forse, Hope Wesley Harrison, Erica Hoelscher, John Kennedy, Peter Pellegrino, Marie Tweed, Bill Vogler, Sue Weber, Rev Don Garrett.

Meeting called to order at 7:03 pm.

Opening words, personal sharing, and group conversation.

September minutes approved as submitted.

Treasurer's report: Jan Philips was not present but has communicated that the church is doing well financially.

John moved to appoint Jan Philips as temporary Treasurer. Marie seconded. Motion approved.

Vice President's report from Marie: Program Council is discussing and sharing values statements. Jean Davis will be Chair of the Nominating Committee. Initial training for Hospitality Teams begins Sunday.

Sue moved that the church give the organ away for parts. Jan seconded. Motion passed.

President's report from Sue: She has reached out to people for Steering Committee for capital campaign. Congregational meeting will be on November 11, 2012 after the service to vote on the capital campaign.

Minister's report from Don: Don distributed a list of his recent activities.

Sue discussed capital campaign preparations. 25 people came to the assessment workshop to discuss the capital campaign with Dave Rickard, our consultant. Dave said he is pleased with our preparation so far. He recommended that the capital campaign be done with the regular stewardship campaign. There will be training for stewards. Sue and the Board discussed other aspects of the capital campaign.

Hope moved to hire Dave Rickard as our capital campaign consultant. Marie seconded. Motion passed.

Memorial Garden is complete and will be dedicated on October 21.

Board expresses its thanks to the Memorial Garden Task Force for their efforts.

Sue distributed a list of new members since January. There are 22. Sue also listed members who left the church last August. There are 4. Membership Committee will continue to supply these reports every month.

Bill moved to amend the budget to include \$1489 for staff disability and life insurance. Hope seconded. Motion passed.

Board discussed need to update policies and charters for committees. Don suggested that the rental policy be brought up to date. Board discussed the issue. Don also suggested

developing a clear charter for Membership Committee. Sue will begin this process. Don will provide templates for consistency among the charters.

Sue asked if anyone present is interested in going to the Creating Covenantal Communities workshop on October 27.

Closing words.

Meeting adjourned at 8:23pm

Next meeting November 1, 2012 at 7pm

Submitted by

Peter Pellegrino (date)

Board of Trustees Meeting Minutes Oct 4, 2012 Revised

Present: Emma Finkle, Jan Forse, Hope Wesley Harrison, Erica Hoelscher, John Kennedy, Peter Pellegrino, Marie Tweed, Bill Vogler, Sue Weber, Rev Don Garrett.

Emma Finkle was welcomed to the Board as a youth representative.

Meeting called to order at 7:03 pm.

Opening words, personal sharing, and group conversation.

September minutes approved as submitted.

Treasurer's report: Jan Philips was not present but has communicated that the church is doing well financially.

John moved to appoint Jan Philips as temporary Treasurer. Marie seconded. Motion approved.

Vice President's report from Marie: Program Council is discussing and sharing values statements. Jean Davis will be Chair of the Nominating Committee. Initial training for Hospitality Teams begins Sunday.

Sue moved that the church give the organ away for parts. Jan seconded. Motion passed.

President's report from Sue: She has reached out to people for Steering Committee for capital campaign. Congregational meeting will be on November 11, 2012 after the service to vote on the capital campaign.

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Bill moved to amend the budget to include \$1489 for staff disability and life insurance. Hope seconded. Motion passed.

Board discussed need to update policies and charters for committees. Don suggested that the rental policy be brought up to date. Board discussed the issue. Don also suggested developing a clear charter for Membership Committee. Sue will begin this process. Don will provide templates for consistency among the charters.

Sue asked if anyone present is interested in going to the Creating Covenantal Communities workshop on October 27.

Closing words.

Meeting adjourned at 8:23pm

Next meeting November 1, 2012 at 7pm

Submitted by

Peter Pellegrino (date)

Board of Trustees Meeting Minutes November 1, 2012

Present: Hope Wesley Harrison, Erica Hoelscher, Peter Pellegrino, Marie Tweed, Bill Vogler, Sue Weber, Rev. Don Garrett.

Meeting called to order at 7:09 pm.

Opening words & personal sharing.

October minutes approved as submitted.

Treasurer's report: Jan was not present but said that cash flow remains excellent and church is good shape.

Vice President's report from Marie: Sunday will be Hospitality Teams kickoff. New software will allow people to sign up for Hospitality. Board discussed fund raising forms and scheduling of fund raising events. The church organ has been sold and is gone.

President's report from Sue: Sue has been putting out information for the upcoming congregational meeting. This Sunday, Sue will solicit questions from the congregation. The theme is Building Foundations for Our Dreams.

Minister's report from Don: Don distributed a list of his recent activities.

Bill gave a Personnel Committee report on exempt versus non-exempt employment rules. The Board discussed the issue.

At the congregational meeting, the congregation will be asked to approve a capital campaign with a goal to raise \$700,000 pending a financial feasibility review in January 2013.

Sue discussed need for a Board liaison to the capital campaign committee and will ask for a volunteer.

Board discussed quorum needed for the upcoming congregational meeting.

Memorial Garden Committee will present policy recommendations shortly.

Board discussed letter to city about Marathon chaos. Sue will draft a letter to the mayor, et al.

Board discussed developing a building use policy. Hope will take this on.

Marie moved that Rory Marushak be appointed a member of the Committee on Ministry. Sue seconded. Motion passed.

Don discussed Craig Moore's memorial service.

Closing words.

Meeting adjourned at 8:37pm

Next meeting Thursday, December 6, 2012

Submitted by

Peter Pellegrino (date)

Board of Trustees Meeting Minutes December 6, 2012

Present: Emma Finkle, Jan Forse, Hope Wesley Harrison, Erica Hoelscher, John Kennedy, Peter Pellegrino, Jan Philips, Marie Tweed, Bill Vogler, Sue Weber, Reverend Don Garrett.

Meeting called to order at 7:04pm.

Opening words and personal sharing.

Group conversation on nurturing personal growth.

November minutes approved as submitted.

Congregational meeting minutes approved as submitted.

The following sentence will be added to the October minutes: Emma Finkle was welcomed to the Board as a youth representative.

Treasurer's report from Jan Philips: We continue to be in good financial shape due to Service Auction proceeds and larger pledge payments. Board and Jan Philips reviewed the outside financial report, which will be discussed further next month. Copies of the report were distributed to the Board members.

Vice President's report from Marie: Updated version of UUCLV Users Guide is now in the pews. Committee descriptions will be reviewed. Gene Hunter wants to expand reach of Social Action. Margo Dixon will coordinate Hospitality for Christmas Eve Service.

President's report from Sue: Sue met with Dave Rickard about the Capital Campaign.

Minister's report from Don: Don distributed a list of his recent activities.

Board discussed proposed policies for the Memorial Garden. John will do further research.

Bill moved to accept the guidelines submitted by the Memorial Garden Task force, provisionally, pending further research on plaques and other issues. Jan Forse seconded. Motion passed. The Board thanks the Task Force for their hard work.

Board discussed replacement for Sue on the Board.

Sue discussed Capital Campaign update.

Bill reported on updated job descriptions.

Bill moved to adopt the updated job descriptions with a change suggested by Marie to change "Spectator" to "Link." John seconded. Motion approved.

Bill discussed employee sick leave policy.

The Board discussed a request to support the nomination of Peter Morales for UUA president. The request was declined.

Closing words.

Meeting adjourned at 8:51pm

Next meeting January 3, 2013

Submitted by

Peter Pellegrino (date)