

CUUF Board Meeting Minutes
February 20, 2013

Meeting started 7:10. In attendance; Ed, Patty, Warren, Mark, Brenda, George

reading by Wendell Berry, check-in

Minutes from Jan 16 approved as submitted – thank you Erin.

Treasurer's report; Warren corrected the checking account balance for the month of January. Revised total of \$9,973.61 matches bank statement. New Feb to-date totals reflect expenses of \$582.88 and income of \$983. Report approved as submitted.

Warren noted that once again we had a bill from Heart Graphics for "35 flyers" with no description or name that would allow him to charge it to the correct budget item. Board and committee chairs need to remember to include more information on bills or give Warren advance notice of which budget item to charge.

It was agreed to make New Business the first agenda item.

Resignation/Recruitment of CUUF Administrator

- > Brenda submitted her letter of resignation to the board effective March 20, 2013. She will work to train the new administrator or on specific projects after that date at her current hourly rate, but after May 24 will be available only for general information.
- > Discussion of current job time requirements. Per Brenda, up to this service year, 10 to 15 hours per month was adequate, although the website transition had taken some extra effort. Additional projects this year have doubled that – such as covering PR, continuing website cleanup, additional planning & scheduling for Intern Minister, Strategic Planning and Welcoming Congregation projects and ongoing Committee support.
- > Brenda does not want to spend time beyond the 20 hours per month currently budgeted that the CUUF administrator position has grown to require. She noted that other local churches have advertised and hired part-time secretarial/administrative help (Good Sheppard Lutheran, 12 hrs/wk) with fixed weekly hours and a dedicated office location. This may be in our future.
- > George noted that his wife currently holds several such part-time jobs and found they rarely conflicted. He suggested we look for someone doing similar church work who could add hours to meet our requirements.
- > Discussion of what our hour requirements are or will be. Two general categories are 1) general, nonspecific administrative work and 2) specific support for board, committee or special projects. Mark suggested that we start with enough hours to meet the current workload and note that the time commitment could grow. It was suggested that the job be described as requiring from 20 to 30 hours per month.
- > Discussion of recruiting from within the Fellowship or looking for any qualified person in the area. Brenda noted that someone familiar with our specific lay-led UU process might have an easier time picking up how the job was structured. It was suggested that

we begin by advertising within the CUUF but be prepared to go outside if we don't have qualified candidates within a short time. March 11 was set as the last day for internal candidates.

> How to get the word out. It was agreed to use a general e-mail announcement, an article in the March newsletter (submissions due by Feb 23, will be mailed close to the first of the month) and a special mailing. Ed will draft letter, e-mail and newsletter article for board mark-up. Goal is to have mailings out by Feb 25. We will ask for a résumé and references (?) to be submitted via mail or e-mail to Ed. Review by 2 or 3 board members and Brenda, likewise interviews.

> Discussion of Administrator material. Brenda has the CUUF laptop, uses her own printer and approximately two banker's boxes of paperwork.

A reluctant motion by Mark that we accept the letter of resignation, seconded by George. Motion approved with mostly I-don't-like-it-but-will-live-with-it votes.

Return to Agenda Old Business

Strategic & Contingency Planning

8 to 10 expected at Saturday retreat. Board approved purchasing lunch for attendees at approximately \$9 per person.

Welcoming Congregation

Draft survey summary and next-step article for March newsletter circulated. No changes or additions suggested.

Discussion of inclusivity language and need for order of service standardization. Warren noted that the current template is in Microsoft Publisher and cannot be opened on Mac machines. This will be referred to the Worship committee to see what can be done to improve accessibility and how to encourage its use in all our services.

Open Positions

No resolution to the problem of finding volunteers for the PR committee.

We will not push to find a volunteer for the lending library at this time.

Our Whole Lives Class

Ed will ask Erin what additional OWL instructor training she would like and if a class date has been discussed. David Saetre will be asked to coordinate with area churches for a possible joint class.

Board Turnover

On behalf of the nominating committee Mark asked how many new board members we will need in April. Jan's term will expire this year. Ed will ask Erin and Ashley if they anticipate being able to serve on the board next year.

Mark reminded us that the CUUF annual meeting has been moved from April 14 to April 28.

Next meeting dates confirmed – March 20 and April 17

Meeting adjourned 8:45.