

Minutes -- Tuesday, February 23, 2010

Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Lisa Fry, Peter Hand, Darlene Pagano, Ruby Reay, and Vicky Jensen
Guests Present: David Fry

Called to order at 7:22 p.m. Peter opened the meeting with a reading and chalice lighting.

Approve/Modify Agenda: Peter moved, Vicky seconded; agenda was approved unanimously.

Consent Agenda/Approval of Minutes: Ruby moved and Darlene seconded the minutes of the previous meeting be approved. Unanimous approval.

Trustee Responsibility Descriptions: Using the document Lisa had posted to the Board listserv, we went through the description for each officer and added or subtracted a few tasks. Peter took notes and will provide us with a written description for each officer. We will then review these and vote on them at the March board meeting.

Election of Board Officers: By unanimous vote: President is Peter Hand; Vice President is Ruby Reay; Treasurer is Darlene Pagano; and Secretary is Lisa Fry.

Financial Report: Our unreconciled (because it's not quite the end of the month) bank balance is \$10,313.87 as of today. David, who has been acting treasurer for a month, reported that our bank (Chase) once again turned us down for ACH (automatic check) withdrawals. Not having this set up seems to be affecting pledge payments. Those who chose this method to pay their pledges need to be notified that this is still not working.

Membership Report and Expectations of Membership: We have one new member, Nanci Armstrong-Temple. Having heard a discussion of the importance of having defined expectations of membership at the New Century Summit, we agreed that we need to create a document that informs prospective members what signing the membership book means. We will solicit input from the congregation. Proposed expectations include:

- Attending Sunday services regularly
- Participating in one program each year that deepens your faith
- Participating in one outreach or social justice project each year
- Giving financially as generously as possible (and striving to meet the UUA giving guidelines)
- Telling others about the church

Communicating PCD Recommendations: The board decided unanimously to have a brief congregational meeting where we will share the with our members suggestions made by the District Executive Cilla Raughley. Peter will wordsmith a statement and check the calendar for an upcoming non-fellowship Sunday for this meeting.

General Assembly (GA) and District Assembly (DA): Darlene shared information about these two gatherings and the dates for applying for scholarships. Lisa was asked to check with Cilla Raughley to see if Live Oak is eligible to apply for scholarships. Lisa also agreed to forward PCD Currents to Peter and Vicky. Darlene mentioned that each congregation has a banner (sized to meet requirements) and that we should consider a design.

Interim Music Director: The choir and the music leaders are preparing a job description and contract for hiring an interim part-time music director. Vicky agreed to be the liaison to the music group.

Orientation Materials for New Board Members: The board discussed what items would be helpful for getting new trustees up to speed quickly. Suggestions: job descriptions, policies, budget, and an organizational chart.

Feedback / How is the Board and the Fellowship doing? Worship remains our strong suit, but other areas are coming along, particularly Children's Religious Education. We are a small, but thriving group and have very good attendance at our services. People are excited about the choir organizing regular rehearsals and finding a director. We are seeing new faces and look forward to expanding our reach. One area that needs more attention is social justice. We are looking forward to moving forward toward becoming an emerging congregation.

Peter read the closing words. We adjourned at 9:15 p.m.

Action Items – for Board members and guests

- Peter will post board officer job descriptions on the board listserv for further review.
- All: Review job descriptions in preparation for March decisions.
- David will work with the Finance Committee to assure we are using Quickbooks correctly.
- David will continue to try to set up ACH withdrawals and will notify pledgers that it is still not working.
- Darlene will assist with phone calls to those who chose ACH withdrawals.
- Lisa will write up possible "expectations of membership" and run them past the congregation, inviting comment and additions.
- Peter will select a date for a brief congregational meeting.
- Darlene will help promote GA and DA to our members and friends and encourage all to attend one or both.
- Lisa will ask Cilla about our eligibility for GA scholarships.
- Vicky will keep the board in the loop on the progress for an interim choir director.
- All: We need an org chart – no one was asked to take on this task.

Action Items -- Remaining from last month

- Lisa (with Roger Hallsten) will create a survey on priorities for requirements in looking for a different worship/fellowship space
- Lisa (with Carol Thornton) will begin organizing the membership function
- David & Bill will review Quickbooks together, share knowledge
- Lisa will notify the congregants about the calendar and how to add items to it.