

**Marquette Unitarian Universalist Congregation**  
**Board of Trustees Minutes**  
**February 12, 2017**

Call to Order: 12:26 p.m.

BoT Member Attendance: Dea Kolwalczyk, Dharmini Robertson, Anne Stark (Kathryn Klos, Excused Absence)

Other Attendance: Barb Michael, Bill Jozwiack, Susy Swanson

Open Forum: Sari Embly asked to be formally moved to Member from Pledging Friend. YAY!

Opening Words: #479

I. Reading of Board Covenant - Dea

II. Approval of January Minutes – Dharmini suggested we do this online. Anne will send an email with January minutes.

III. Approval of Agenda -- passed unanimously

IV. Treasury Report – February was the 4<sup>th</sup> consecutive month that expenditures exceeded revenues. A transfer of \$2,000 occurred to cover outstanding checks. Dea looked at our budget report and it looks like we are behind on collecting pledge payments (We're at 52% of payments but 59% of the way through the budget year) AND plate collections are down, Barb says because we had a few Sundays with low attendance. Dharmini said she needs advisement on what the normal flow of finances are, and asked that the Finance Committee give the Board some information on where the Board should cut back or if four months of down revenues is normal for this time of year. Dea will send the treasury report, Expenses – Budget vs. Actual and summary of Receipts and Expenditures to Finance Committee members and ask for input since we're looking for an Administrative Assistant perhaps as soon as March.

V. Religious Exploration Coordinator Report – Not received by Anne, Dea or Dharmini.

Kathy may have received one. Dea said Jamie seems to be doing well, Dharmini said today's Valentine's Day Service and Tea went well and she has some good ideas.

(Addendum – Jamie sent a report on Feb. 17. She had the BOT meeting date a week late).

VI Board Liaison Reports (as needed)

- A. Building and Grounds – Dharmini asked Bill if there are things that need to be attended to. He said we probably need a central location for a back-up set of keys, maybe in the office? We had an issue with a key stuck inside the alarm system door. Bill suggested with budget constraints, our goal should be to maintain things like the front door lock and windows. Barb wondered if we need to have a community work bee before next week when Ian Evison is scheduled to be here.
- B. Communications – Anne said the committee “met” via email. We're discontinuing ads in the Marquette Monthly as new visitors are saying they hear about us by word of mouth or social media.
- C. Faith in Action – Barb said they're meeting next week.
- D. Finance and Stewardship – Mike White has been asked to find a treasurer. He called Dea and she asked a third time Friday to find a candidate. Finance Committee seems supportive. Krause Accounting has been hired to do bookkeeping. The new treasurer will not have to deal with bookkeeping or taxes. The new treasurer will have to pay bills, cut payroll checks and making finance reports.
- E. Music – Barb said music is “coasting along” There just aren't that many accompanists out there. Barb will keep working with other community music groups. Dea reminded Barb that the surveys said members are very happy with music.
- F. Religious Exploration – See above

G. Sunday Service – no report

VII. New Business

- A. Barb's request for funding for the MidAmerica Regional Assembly – Dea will submit the request to the Finance Committee in lieu of contacting a Congregation Treasurer.
- B. Admin Assistant Job Posting – The email conversation consensus was we want to post the Admin Assistant position for 30 days. We'll invite candidates for Administrative Assistant position to be interviewed at the March BoT meeting. Dharmini suggested we go ahead as a board to provide Heidi with a letter of commendation and a positive annual review, especially since she has recently expanded her job duties and stepped up to help in the absence of a treasurer.
- C. Ski Aid Station Report – We had 4 members attend. Anne said the response was not enthusiastic and she will not be coordinating this event next year.

VIII. Old Business

- A. Action Request Form – The form that Heidi found online was deemed by the BoT members to be overly complex. Dea wrote up a very simple form, but one that will clearly ask for Board action on any issue brought by a member. Dharmini suggested a few clarifications that specifies that the Board discuss and takes action. The form as amended was accepted unanimously to be added to resolution policy. Barb said copies should go in the suggestion box.
- B. Finance Committee's Treasurer Search – See above.
- C. Update on Joan Steindler's IRA- BoT members voted by e-mail to have Anne be the designated person to represent MqtUU with Fidelity Investments. She will process paperwork tomorrow. A check should be deposited within 3 weeks. Dharmini wrote up a very nice statement asking for donations from the congregation for a gift to UPAWS in honor of Joan's life. We will place an announcement in This n That and make verbal announcements on two Sundays.
- D. Employee Reviews – See above. Dea said we don't have a date specified for employee reviews. December is a bad time, January Board meetings are in prep for the January Congregational meeting. Dea suggested February would be a good month. Barb said we have traditionally done them on the anniversary of hiring. Anne and Dharmini agreed that establishing a set date is advantageous for both the employees and the BoT members.
- E. The member conversations over coffee are wrapped up. Dea asked where we should store the summaries. Dharmini suggested copies should be placed in Board Books and in the filing cabinet. Anne will ask Heidi for an electronic copy to be added to these minutes.

Closing Words: Dea

Next meeting date: March 19, 2017.

Adjournment: 1:34 p.m.