

# FUUCA Board of Trustees

Meeting date: **Tuesday, July 19, 2011**    **Started: 6:30 PM**    **Ended: 9:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Chaired by: Chris Jimmerson

Minutes rec. by: Brendan Sterne

## Attendance:

Present: Ann Edwards, Luther Elmore, John Franks, Sean Hale, Eric Hepburn, Klondike Steadman, Brendan Sterne, Eric Stimmel, Susan Thomson

Regrets: Brent Baldwin, Meg Barnhouse, Chris Jimmerson, Rose Ann Reeser

Absent:

Late: Margaret Borden

## Guests:

(none)

## Meeting Documents:

(no documents)

## Meeting Minutes:

### 1. Committee business

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#### 1.1. Call to Order

Chris Jimmerson

Status: Completed

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#### 1.2. Board Covenant

Chris Jimmerson

Status: Completed

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#### 1.3. Adopt Agenda

Chris Jimmerson

Resolution #:

Moved by: Eric Hepburn

Seconded by:

Status: Carried

Vote:

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#### 1.4. Consent Agenda

Chris Jimmerson

Resolution #:

Moved by: Susan Thomson

Seconded by:

Status: Carried

Vote:

Documents:

- ED report VII-11.doc
  - June 2011 F Report Coversheet 6-VII-11.doc
  - June Financial Report 6-VII-11.xls
  - Minutes\_6\_21\_2011(1).pdf
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## 1.5. Process Evaluation

Status: Completed

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## 1.6. Visitors Forum

Chris Jimmerson

Maximum of 5 minutes per person, unless there are more than 2 people, then the time is divided evenly. The board cannot act or discuss items raised during visitors forum.

Status: Completed

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## 2. Old business

## 3. New business

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### 3.1. Board Education - Audit Process w/ Audit Committee

Luther Elmore

The Board Requests the Audit Committee to come and discuss the audit process.

Eugene Balaguer came to explain the audit process:

- Audit Committee is not just a committee, but are the auditors

Eugene presented the following proposal for a Payroll Audit Scope:

- Compliance with policies and law
- Accounting of Sick Time, Vacation Time,
- Accounting of Health Ins, Pay Rates, Computation of Pay
- Reporting, Payment accuracy, tax deposits

Needing from staff:

- Personnel Manual
- Employee Contracts
- Withholding forms
- Verification of Work Permits
- Paystubs for 3 pay periods
- Federal reporting documents
- Access to accounting system

Process should be able to be done in a month

Will review and prepare a report, description of findings, recommendations

Involve 3 volunteers to participate in the audit

Board moved to approve the payroll audit as documented in the minutes.

Moved by Margaret.

Status: Completed

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### 3.2. Board Education - Financial Reports

Luther Elmore

Luther provided an explanation of the Balance Sheet and answered several questions from board members.

One key point discussed was understanding Accounts, Funds and how there isn't necessarily an exact map between Funds and the Accounts where the funds are stored.

Status: Completed

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### 3.3. Board Education - Fiduciary Duty

Brendan Sterne

Now that we have these financial reports... What do we do with these to fulfill our Fiduciary Duty ?

We had a discussion about:

- Report formats and what information we care about
- The role of the audit committee
- The role of policies and interpretations

Status: Completed

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### 3.4. Accept Stewardship Chair Nomination

Susan Thomson

According to the current bylaws the executives approve committee chairs, Ed and Sean have indicated that they have appointed Luther Elmore and Mary Jane Ford - there is nothing for the board to move here.

**Resolution #:**

**Status:** Carried

**Vote:**

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### 3.5. Snack Break

Eric Hepburn

**Status:** Completed

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### 3.6. Report on General Assembly

John Franks

The Board requests attendees from General Assembly give the board a report on happenings at GA.

John Franks handed out hardcopies of his GA report, and presented some of the highlights. Of particular interest are his note regarding 'Forward Through the Ages' (FORTH) stewardship program.

John requested board members to fill out the FORTH survey:

<http://survey.constantcontact.com/survey/a07e3rf0mhegmxiiiten/start>

**Documents:**

- 2011 GA(1).docx
- forth\_survey.pdf

**Status:** Completed

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### 3.7. Report on UUA Gathered Here Initiative

Susan Thomson

From Amanda Trosten-Bloom:

"Gathered Here: an 18-month Appreciative Inquiry-based planning process that will result in a shared vision for the future of Unitarian Universalism. Gathered Here will be unfolding over the next 6 to 12 months at the congregational and cluster level. Many congregations are excited about participating in this process, as it will have immediate benefits for the congregation, as well as longer term benefits for the faith. If you believe your congregation would be interested in participating, I encourage you to contact Susan Smith for more information. In addition to being your District Executive, she is a member of the Gathered Here planning team.

Current, we are recruiting Local Facilitators, Congregational Coordinators and one-on-one interviewers for the initiative. I would also like to know if you would be interested in serving in one of these capacities. If you would like additional information, please visit the Gathered Here web site at [uua.org](http://uua.org), read the materials that are there, and submit a Volunteer Application (job descriptions are posted on the web site).

I hope to meet you as together we go on this Gathered Here journey!"

Susan explained the Gathered Here initiative and encourage board members to spread the word and participate.

**Status:** Completed

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### 3.8. Status Report from each working group (Policies, Monitoring, Linkage)

Brendan Sterne

Status Report from each working group (Policies, Monitoring, Linkage)

Policies Group:

- Identified Todos:

- Draft language for moral ownership and put into policy doc
- Create appendix in policy
- Prepare Bylaw options for unrestricted gifts
- Addition check of FAMP for any remaining items to be put in policies

Monitoring Group:

- Nothing done yet

Linkage:

- Nothing done yet
- Linkage event scheduled for Sept meet-and-eat

**Status:** Completed

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### **3.9. Motion for Minister and Executive Director Access to Investment Accounts**

Eric Stimmel

Motion (1) for Minister and Executive Director Access to Investment Accounts

There are two levels of access to investment funds:

'agent' - full access,

'limited power of attorney' - can view reports but not manage funds.

Based on a recommendation from Kae Mclaughlin (our Finance Chair). It is proposed to change investment funds access as follows:

- President, Treasurer, Executive Director - granted 'agent' access
- Finance Chair, Minister, - granted 'limited power of attorney'

Eric Stimmel Moved, Approved

**Resolution #:**

**Moved by:** Eric Stimmel

**Seconded by:**

**Status:** Carried

**Vote:**

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### **3.10. Executive Session**

Eric Stimmel

Executive Session

**Status:** Completed

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#### **3.10.1. Approve use of Meg's early arrival funds for Health Insurance coverage Aug 1+**

Eric Stimmel

This was done after Executive Session.

We approve the expansion of the purpose of the \$6,000.00 allocation from Long Range Fund for Meg's early arrival, to include Health Insurance coverage beginning no earlier than Aug 1st 2011.

**Resolution #:**

**Moved by:** Eric Hepburn

**Seconded by:**

**Status:** Carried

**Vote:**

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## **4. Committee business**

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### **4.1. Process Evaluation**

Klondike Steadman

**Documents:**

- Process Evaluation 2011-07.pdf

**Status:** Completed

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#### **4.2. Action Items**

Brendan Sterne

- 1) Board members: to fill out the FORTH survey:  
<http://survey.constantcontact.com/survey/a07e3rf0mhegmxiiten/start>
- 2) John: to send Brendan a softcopy of his GA report
- 3) Luther: to explain P&L at next meeting
- 4) Board to familiarize with Gathered Here initiative
- 5) Initiate change in Schwab permissions / signatures
- 6) Party - Sat Aug 27th at Sharon Moore's house, BYOB, Potluck, Swim Party 5pm

For next meeting:  
Snacks--John  
Readings -- Rose Ann  
Process Observer -- Margaret  
Timekeeper -- Luther

**Status:** Completed

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#### **4.3. Board-Executive Team Covenant Reading**

Brendan Sterne

**Status:** Completed

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