

**UUCSEA BOARD MINUTES FOR THE FISCAL YEAR 2009
JULY 2009-JULY 2010**

UUCSEA Board minutes 07/02/09

Meeting started at 6PM.

In attendance: Terry Zapotoky, Terry Erikson, Debra Hoyle, Jim Horton, Rev. Rod Richards, Danielle Mackenzie, Suzanne Stoffolano, Wally Hoggatt and Sharon Travis. Mission Statement and Covenant were read by all.

Minutes 6/14/09 moved to accept and adopted
Review and definition of conflict of interest

Rev. Rod Richards submitted upcoming service schedule
Shared music directors letter of agreement

Discussed forming sabbatical team
Donation from Quentin Shenk in memory of Lynn Eley to go into General Fund
Church phone # will become office #
Danielle Mackenzie confirmed as Treasurer
Differed Treasures report until next month
Outgoing treasurer should be present at 1st meeting

Bookkeeper will continue to write checks

Discussed concern as to where and how to house financial documents that don't fit into deposit box

Terry Erikson suggests Rev. R. Richards to include how much of discretionary fund is used monthly

Danielle Mackenzie will send out pledge reminders

Karen Horton of the CareTeam is deciding when to put and take people of Care list.

Jim Horton moved to approve SEAGO for donations from Social Action Ministry for SEAGO'S senior meal voucher program and their delivered home meals program.

Jim Horton moved to accept the content of the U.U. Church of Tucson's Liability Waiver as the form we will use for our congregation. Accepted.

X-tra money for speakers requested by Rod differed until next month

Terry Erikson nominated as Vice President . Accepted

Debra Hoyle will follow up on error in advertisement in the Herald and look into placing advertising in other papers.

Danielle Mackenzie submitted a funding proposal for Welcoming Congregation Committee. Wally Hoggatt amended the original motion to fund the total amount needed to only \$500 and for the rest of the funding to be approved by the congregation in 60 days at a congregational meeting.

Meeting adjourned

Submitted by Susan Stoffolano

MINUTES OF THE UUCSEA BOARD MEETING 07/26/09

I. The Board met at the UU Office at 1:00 pm after the Sunday Service.

Members present were Terry Zapotocky, Pamela Lee, Danielle Mackenzie, Rod Richards, Wally Hoggatt, and Jim Horton.

Suzanne Stoffolano and Terry Erickson were absent.

Jay Jenkins, Rouanna Garden, Patricia Burr, and Debra Hoyle (with Amanda) were invited guests.

I. OPENING: Terry Z opened the meeting on time. A quorum being on hand, we began by reading together our Mission Statement and Covenant.

II. AGENDA: Latest copies of the AGENDA were distributed and accepted.

III. MINUTES: No minutes of the 07/02/09 Board meeting were read, as Suzanne, who took the minutes in Pamela's absence, was away.

IV. REPORTS OF OFFICERS:

A. President Terry Z set some ground rules for the meetings: that we treat each other with respect and that everyone gets a chance to speak.

B. Secretary Pamela requested patience and willing repetitions of motions.

C. Treasurer Danielle noted the need for clearer delineation of -- and updated job descriptions for -- Treasurer and Bookkeeper positions.

Danielle contacted Rick Klein's office to obtain a current copy of the contract with Buena Elementary School.

Ongoing Business: Determine who is to pay the rent, when, and how notification is handled.

Terry Z reminded all members to keep making additions and appropriate changes to their own job descriptions.

Terry Z pointed out the need for all significant information to be on file, on disc, and, centrally located in a safe location. She is working on this.

Jim noted the need for overlap of experience on the Board. Do Bylaws need to be changed to change the length of service for Members at Large? For Trustees?

Bylaws need to be changed to change the length of service for officers from one year to two years. * (*Cf Prospective business below.*)

VIII. NEW BUSINESS (preempting V, VI. VII)

A. Ruanna Garden presented a proposal to include EarthJustice as eligible for donations. Jim moved and Wally seconded such a move; the motion passed.

B. Jay Jenkins was approved as volunteer Office Manager. He will be responsible for maintaining the physical upkeep of the office and scheduling the use of the office and of the office computer. In order to be in compliance with fire laws and handicap requirements, Jay proposed removal of much office clutter to a nearby storage space.

Wally moved and Jim seconded a motion that the congregation reimburse Jay for the \$22/month storage fee out of the office rent budget. The motion passed.

A subsequent email from Wally suggests clarification: that we reimburse Jay for what he has already paid and that thereafter we pay directly. Do we need a motion for this?

VI. REPORTS OF COMMITTEES

A. COMMUNICATIONS has been subdivided:

Patricia Burr reported first. She is now in charge of publicity, including newspaper and radio advertising and possible future features stories. Rod's email clarifies: newspaper notices go through Patricia; the minister acts as spokesperson to the media on behalf of the congregation.

Patricia contributed a copy of Rod's letter to the editor from Sunday's paper.

Debra Hoyle reported on the 10 July Communications Committee meeting. (It appears Jerry Covey was doing the work of six people!) She will keep the directory and the membership roster up to date and will handle congregational e-mail.

Ellen Taylor is now doing the newsletter.

Kerry Hales manages the website.

Rouanna is in charge of the calendar on the website.

Pertinent e-mail addresses include:

uucsea.admin@gmail.com (Order of Service, Calendar, Newsletter)

uucsea.communications@gmail.com (Membership list, emails for congregation)
om.uucsea@gmail.com (Office Manager)
uucseablog@gmail.com Rod's & Terry Z's emails suggest adding website, podcast, and newsletter.

Jim recommended that these administrative e-dresses be in the front of the directory as well as in the order of service.

Rod requested that his contact information be at the top of the directory. He reported that the church number, 378-0197, now rings in the office. Volunteers will answer the phone when they are in the office. When no one is present, the answering machine will pick up, giving callers Rod's cell phone number, 732-4770, if they need to reach him directly, or inviting them to leave a message. Terry Z read a proposed Office Policy Statement. After discussion the matter was tabled until the next meeting.

V. MINISTER'S REPORT:

Rod expressed his appreciation to the members for their contributions of time and energy. He reminded us to keep in mind our Covenant and Mission -- along with a sense of humor - especially when controversy arises.

B. MEMBERSHIP:

1. Status: Terry Z reported that she, Margaret Carlstrom and Georgia Nielson (6 months only) are the only members currently. New blood needed? Rod reminded everyone that he is an honorary member of any and all committees.
2. New member packets are being worked on.

C. SUNDAY SERVICES:

Rod is considering giving up leadership of the Sunday Service Committee.

D. FINANCE COMMITTEE:

Terry Z read a proposed revisal of the Finance Committee Policy. Fundraising events need prior approval of the Finance Committee. Wally & Jim pointed out that wording such as "designated funds" and "Prior approval of Memorial funds" could create problems. Pamela proposed and subsequently moved to subdivide the wording and limit the concern to gifts over \$200. Danielle seconded the motion to read: "3. All fundraising events, whether internal or external, must have prior approval of the Finance Committee. Approval can be obtained by submitting a "Fundraising Activity Application" to the Chair of the Finance Committee. 4. Memorial funds and designated funds in excess of \$200 must have the approval of the Board." Passed.

VII. ONGOING BUSINESS

A. Office security and upkeep:

Backdoor lock was installed. Water heater release valve was installed. Besides the obvious need to lock front & back door of the office when not in use, sensitive materials should be in the 2-drawer locked file cabinet in Rod's office. The question was raised as to maintaining a list of who has office key, but no action was taken.

B. Audit Committee:

Jim moved and Wally seconded a motion that Uda Gordon, Dave Weigel, and Carolyn Edwards continue to serve. Motion passed.

C. Contract for Sharon Douglas

Pamela moved and Danielle seconded a motion to approve the Letter of Agreement for Sharon. It was confirmed that the tax on her salary is included in the budget.

D. Liability Release form:

Terry Z reported that the Tucson model seemed to best satisfy our needs. The Board felt that no purpose was served by obtaining insurance policy information for a child participating in UUCSEA activities. A separate consent for medical treatment would be needed if that were the intent. Pamela moved and Jim seconded a motion that we keep to the simpler language, eliminating the insurance information requirement. Motion passed.

VIII. NEW BUSINESS

A. (EarthJustice done earlier)

B. (Office manager done earlier)

C. Payment for LLT

Rod explained that payment for La Luna Tunes will come out of the Sunday Services budget.

D. Terry cited the need for a larger safety deposit box. Danielle recommended we save the rent money and purchase a fireproof office safe. The matter was tabled as unresolved pending further research.

E. (Saved for last)

F. Posting of Bylaws and Minutes:

In the interest of transparency and because there seems to be no danger or disadvantage in doing so, Pamela moved and Jim seconded a motion to post the Bylaws and Policies and Procedures on the website under "Governance.". Motion passed.

E. Car Accident and Settlement

Rod reported on his automobile accident of last Sunday, one in which he was clearly not at fault. The car was declared totaled, and insurance will recover \$16,300. Rod has reconsidered the potential impact of such an arrangement (driving a car which the congregation owns) on the relationship between minister and congregation. He will discuss any changes with the donor. Meanwhile, the insurance settlement will be deposited into the existing automobile account. Terry Z will handle cancelling the car insurance, and Rod will look into getting the extended warranty cancelled and reimbursed. The matter will be further addressed in the next meeting.

The next meeting is scheduled for Thursday evening, 20 August, at 6:00 at the UU office.

Pamela moved and Wally seconded the motion that subsequent meetings be held on the 4th Sundays of the month after church services at the UU office at 1:00 pm, starting in September. Motion passed.

*Prospective Business:

Terms of office need to be revised to provide some overlap on the Board.
Bylaws need to be changed to change the length of service for officers from one year to 2 years. Since a change in the Bylaws requires a congregational vote, shall the Board put forth a proposal? And shall a congregational meeting be scheduled? for October?

The board and guests enjoyed pizza during the meeting.

The meeting was adjourned at 3:32.

Respectfully submitted:

Pamela Lee, Secretary

MINUTES OF THE UUCSEA BOARD MEETING 08/20/09

I. The Board met at the UU Office at 6:00 pm.

Members present were Terry Zapotocky, Pamela Lee, Rod Richards, Wally Hoggatt, Jim Horton, Suzanne Stoffolano, and Terry Erickson .
Danielle Mackenzie was absent. Jay Jenkins, Patricia Burr, Lorraine Groberg, Kerry Hales, Max Frye, and Debra Hoyle (with Amanda) were invited guests.

I. OPENING: Terry Z opened the meeting on time. A quorum being on hand, we began by reading together our Mission Statement and Covenant.

II. AGENDA: Latest copies of the AGENDA were distributed and accepted.

Debra presented material from Cherry Creek.

III. MINUTES: Suzanne read Minutes of the 07/02/09 Board meeting. Terry Z and others suggested several additions. Approval will be delayed pending reworking those Minutes. Pamela read the Minutes of the 07/26/09 meeting. Wally moved they be approved; Jim seconded, and the motion passed.

IV. REPORTS OF OFFICERS:

A. President Terry Z reported (for Danielle) that the bookkeeper had made a number of errors and recommended that, if the errors continue, she be replaced. Since the bookkeeper no longer makes deposits, that portion of her pay should be deducted. Question: Should there be a procedure for occasions when both Danielle and Terry might be absent? The Board deemed it unnecessary.

B. Copies of Treasurer Danielle's handsome printout were distributed, admired, and praised. Jim commented on its clarity.

VI. REPORTS OF COMMITTEES:

A. Communications: In Kerry's absence (he came, left, returned later) Terry Z introduced Kerry's proposal for Computer Policy. Wally moved, Terry E seconded a motion that we accept the proposal. After discussion the motion failed.

Jim raised the question as to who determines the content. Who owns the website? It was agreed the UUCSEA owns the website. Issues need to be divided by content versus maintenance. There was frustration concerning Kerry's not having already published The Procedures and Policies and By-laws. Rod agreed to mediate or see it done via social networking. Terry E suggested a folder and sub-folders. A separate communications meeting seems advisable. Rod and Terry Z will work with Kerry on these issues. (This was accomplished later in the meeting).

B. Care Team: Debra is updating the lists.

Terry E suggested the church adopt the stretch of 92 that crosses the San Pedro River as an ideal UU advertising opportunity. Jim (?) remembered the group's having adopted a highway previously for which project initial enthusiasm waned dramatically. Patricia volunteered to investigate the possibilities.

C. Membership: Debra reported that work on the directory was going well. Using the name tags and the membership book, she and Rod were in the process of gleaning inactive names. Rod pointed out the need for a workable definition of "a friend of the congregation." Rod has designed a new cover page for the directory. Terry Z is working on a letter, cross-pollinating with Debra.

D. Social Action:

Water bottles will go on sale at the Farmers' Markets during October for the October 24 350.org event to reduce the impact of throw-away plastics.

E. Sunday Services:

Rod mentioned that the new announcements procedure is going well. The members concurred enthusiastically. Services are scheduled through the end of September.

F. Committee on Ministry: Lorraine, retiring member, and Patricia read from a mission/vision statement and distributed a five-page hand-out (**to be appended**) describing ways of sharing the ministry – of getting more people involved and of relieving Rod of some of the ministerial duties. Max, the new member of the committee, spoke about covenant groups and how such small gatherings, of ± 8 – 10 in a home setting – our social suppers, for example -- can enrich both participants and others. Trained facilitators and focus will enhance such meetings in which everyone listens and everyone talks. Jim asked how members of the Committee on Ministry are chosen. Rod explained that he recommends; the Board approves. He stressed that the Committee is a support group, not a decision-making one. Since the Committee also evaluated his performance, he felt there might be a conflict of interest if he suggests members.

V. Minister's Report:

A. Rod distributed copies of his report, (copy to be appended)

B. Rod said that the extended warranty on the church auto has been cancelled but the refund has yet to appear.

He is still discussing the car situation with the donor. It was decided that each Board member would come prepared with the name of a possible candidate for the next meeting.

VII. ONGOING BUSINESS:

A. The infamous Liability Release Form, as revised by Terry Z and Rod, finally appeared in wording acceptable to the Board. Wally moved, Suzanne seconded; motion passed.

B. Terry Z moved, Wally seconded, and the Board passed a motion to reimburse Jay for monies already spent on storage fees, fees to be paid directly, quarterly henceforth.

C. Office Policy Statement

Several members questioned the order of the numbered items and the implications of priority with numbers. Rod suggested organizing the points by primary and secondary uses. Finally it was decided to eliminate the use of numbers. Terry E moved, Wally seconded, such changes be made, and the motion passed.

D. Safe Deposit Box vs In-office Safe

Terry Z reported on her research into fire/water proof safes at \$50 - \$75. She listed the present crowded contents and pointed out that the next larger box cost only \$9 more. Terry E moved, and Wally seconded the motion that the Board go for the larger safe deposit box. Motion passed.

Terry Z suggested we needed a third person authorized to sign checks besides her and Danielle per the Board calendar. Jim said that he had been the third person authorized to sign checks for several years and had never been asked to do so. No one volunteered, and there was no action as the Board informally agreed it was not a critical issue.

E. Congregational Meeting was not required for funding for Welcoming Congregation workshops.

On the matter of two-year term for elected officers, Terry E believes President should be a former Board member and that elections should be staggered.. Wally sees the need for prospective President to be an understudy. **The issue was tabled.**

VIII. NEW Business:

A. Audit Committee Report: Uda's report will be forthcoming.

B. Terry E wants the Finance Committee to look into the process of commencing fund-raising for a building. He cited the need *to begin*. Terry Z suggested we needed to build consensus first. Rod pointed out that a building fund was not the same as a capital campaign. Noting last year's success with organizational efforts, Jim asked what this year's goals were. (Terry Z had earlier said hers was "to survive."). Answers included the institution of covenant groups and the Welcoming Congregation project. Jim moved that we ask the Committee on Ministry to coordinate with Tucson to provide a facilitator. Suzanne seconded, and the motion passed.

Kerry agreed to post By-Laws and Procedures. He pointed out that, since the Minutes were a living document -- that is, requiring changes frequently -- the web- page would have a portal to the Minutes. The Board complimented Kerry on the attractiveness of the webpage. The Board unanimously agreed that advertising in the Ft Huachuca directory was prohibitively expensive. The meeting was adjourned at 8:40 pm.

Respectively submitted,
Pamela Lee, Secretary

MINUTES OF THE UUCSEA BOARD MEETING 09/27/09

I. The Board met at the UU Office at 1:00 pm after the Sunday service. Members present were Terry Zapotocky, Pamela Lee, Danielle Mackenzie, Suzanne Stoffolano, and Jim Horton.

Rod Richards, Terry Erickson, & Wally Hoggatt were absent.
Uda Gordon and Debra Hoyle were guests.

I. OPENING: Terry Z opened the meeting on time. A quorum being on hand, we began by reading together our Mission Statement and Covenant.

II. AGENDA: Latest copies of the AGENDA were distributed and accepted.

VII. Ongoing Business

C. Audit Report for 2008 – 2009 was moved to the top of the agenda so Uda Gordon didn't have to sit through the whole meeting. Uda recognized that, despite the good record-keeping by committee members Dave Weigel and Carolyn Edwards, several items were missing from her report that needed to be included. Attendance records were not complete, and there were three relatively minor discrepancies between bank deposit records and bank statements. Uda will have a more complete written report ready for the next meeting. Jim moved and Suzanne seconded a motion to table the final discussion of the audit until the next meeting. The motion passed.

Jim recommended that next year's committee should be more experienced, that perhaps the Board should reconsider utilizing professional help.

III. Minutes

A. Susanne read the amended Minutes of the 07/02/09 meeting and will e-mail an updated copy. Danielle moved and Jim seconded a motion that they be approved as read. Motion passed.

B. Pamela read Minutes of the 08/20/09 Board meeting. Suzanne moved, Jim seconded, and motion passed to accept Minutes as read.

IV. Reports of Officers

A. President Terry:

B. Secretary Pamela:

C. Treasurer Danielle:

Danielle submitted her colorful August 2009 Treasurer's Report.

Since Danielle has been closely scrutinizing the records, there have been fewer mistakes on the part of the bookkeeper. After a brief discussion it was decided not to change bookkeepers at this time.

Danielle thinks that since the bookkeeper is no longer making the deposits (but is writing the checks), it may not be worth the \$150/month we pay her. Deposits are Danielle's biggest problem, as timing has been a challenge. Danielle requested a night deposit agreement with the bank for convenience since she works 7:00 am – 6:00 pm Monday through Friday. Terry Z. will make that arrangement.

Terry Z recommended a change at the end of the fiscal year if the problems continue. Suzanne suggested we all keep our feelers out for a replacement bookkeeper. Bookkeeper Pam does some of the taxes, Liberty Tech others. Bookkeeper has no contract, no job description. That oversight needs to be addressed. Danielle brought up the question of tax forms for visiting speakers. The Board agreed that they were neither desirable nor necessary. While Danielle will be away for three weeks, Terry Z will handle her responsibilities. It was agreed that Danielle should have checks and authority to write them in emergency situations.

V. Minister's Report

- A. Rev. Rod Richards' report was submitted in writing in his absence.
- B. Regarding the car, the extended warranty refund was obtained. However, talks with the donor have made little progress about what to do with the money received for the car.

VI. Committee Reports

Publicity: Patricia Burr sent an e-mail explaining that as a cost-cutting measure ADOT has temporarily stopped manufacturing and installing signs for new Adopt a Highway volunteer groups. It was decided not to pursue adopting a highway.

A. Communications

Minutes of the 09/09/09 Communications meeting were distributed.

- 1. To buy or not buy update ACS. Matter was tabled.
- 2. Pros & Cons of purchasing Windows 7 in February. \$300. to renew. Also tabled.
- 3. Minutes on website need to be password protected. Danielle moved; Jim seconded; motion passed.

B. Membership

Terry Z and Margaret Carlstrom report that the new packets are ready.

C. Social Action

Terry Z. referred us to announcements in the Order of Service.

D. Sunday Services (See Rod's projections)

E. Committee on Ministry

- 1. Several names were proposed as a replacement for Lorraine Groberg: Morris Farr, David Groberg, and Frena Gray-Davidson.
- 2. Suzanne moved and Danielle seconded a motion to arrange a facilitator from Tucson to work on consensus. Motion passed.

F. Care Team

Karen Horton has an updated listing that will go to Kerry Hales for posting on the website.

G. Finance Committee

Morris Farr and Therese Erickson had previously proposed a questionnaire to determine how the congregation feels about building a church. Danielle moved, and Terry Z seconded a motion to wait for the consultant's report before circulating the questionnaire.

VII. Ongoing Business

A. See V B and VI E2 above.

B. Office Policy

The Board unanimously agreed that a no-smoking rule be part of stated office policy. Danielle moved and Jim seconded a motion to charge outsiders a fee for office use. The motion passed.

The Request Form for Office Use by Outside Group was presented and approved.

C. The question was raised about including UUC on the services board as one enters Sierra Vista. No action was taken.

VIII. New Business

A. A form for use of office by groups not connected to UUCSEA was examined and approved.

B. Pay for RE assistant vs. pianists was discussed but no action was taken.

IX. The meeting was adjourned at 2:47

Respectively submitted,

Pamela Lee, Secretary

Minutes Board Meeting UUCSEA 10/25/09

Meeting was called to order at 1 PM.

Present: Rev. Rod Richards, Terry Zapotocky, Danielle Koester, Jim Horton, Terry Erickson, Wally Hoggatt + guest, Debra Hoyle

I. The mission statement and covenant were read.

II. There were no changes in the agenda

III. The minutes from the meeting of 09/27/09 were postponed for acceptance since there were a number of corrections that needed to be made.

IV. There were no reports from the President, Secretary or Treasurer.

V. Minister's report.

A. Rod turned in a detailed typed Minister's Report. He's been very busy as usual. UU history class starts Nov. 3 and runs for 3 weeks. There was a long discussion about asking Jennifer Sellars, who is a life coach and a member of the UU Congregation of NW Tucson, to facilitate a discussion with the congregation to build a unified vision of what's important for our congregation. What is our 5 year plan? What should our priorities be? A motion was made by Jim and seconded by Wally for Terry Z to contact her to find out what her track record for success is, how much she would charge, how many hours would she need to work with the congregation.

B. Plans for his sabbatical were discussed at length. It was suggested that Rod take 1 month off in January of 2010 for his owed study leave as a practice for the upcoming sabbatical. Then take ½ of his sabbatical during the summer of 2010 (3months) and the 2nd half in the summer of

2011. He already has 4 commitments for substitute ministers as exchanges for work he's done. It was decided that it was important that he be here for pledge time in March. It was also decided that no motion was needed. Terry Z and Wally volunteered to serve on the sabbatical committee. C. There was a discussion about the car. The donor is in hospice and is not in any mental shape to make financial decisions. Since it had been donor's wish for the money to be used for a car for Rod, a motion was made by Danielle and seconded by Wally to use the money to purchase a car for Rod and then hand him the title.

VI. Committee reports.

A. In regards to Communications, it was decided to keep the same ad in Dex with the word "office" after the address and the change of "UU Church of Southeast Arizona" to "UU Church of Southeastern Arizona". The memo about radio ads was looked at. The ads would cost \$1120 and would come out of the Communications budget. They would be customized to the upcoming Sunday service topic. A thank you was given to Debra Hoyle for the work on the completed member directory.

B. The updated Care Team list is now available on the web site.

C. The New Member Welcome for members who have joined the congregation in the past year will be held in conjunction with the Water Service and Soup Sunday on November 8.

D. Social Action raised \$1350 from Empty Bowls and the sale of dream catchers made by the UU Squirrels. \$350 will go to Good Neighbor Alliance, \$500 to the St. Vincent de Paul food bank, and \$500 to the Bisbee Coalition for the Homeless.

E. Rod plans to hold a workshop on how to plan a Sunday service.

F. Morris Farr was selected and confirmed as the new member of the Committee on Ministry. Jim moved and Danielle seconded the motion. Jim pointed out that after talking to an experienced UU that it was a good idea for members of the committee to be experienced UU's who have been members of the congregation for a period of time.

G. No report from finance.

VII. Ongoing Business

A. There was no audit report.

B. It was decided to recommend at the spring congregational meeting that the By Laws be changed so that the President and Treasurer serve 2 year staggered terms. Both Terry and Danielle volunteered to only serve only one year so that the staggering could be accomplished.

C. Computer issues were discussed. Rod will set up a Communications Committee meeting to discuss the problems concerning the computer, software, posting of items on the web site, etc. In regards to accepting donations of equipment, it was decided that donations of equipment and supplies could not be accepted in lieu of pledge money. Terry Z thinks there already is a policy concerning this. If not, one needs to be written.

The meeting was adjourned at 2:40 PM. Terry E moved and Jim seconded. Submitted by T. Zapotocky

MINUTES OF THE UUCSEA BOARD MEETING 11/22/09

I. The Board met at the UU Office at 1:00 pm after the Sunday service.

Members present were Terry Zapotocky, Pamela Lee, Danielle Mackenzie, Suzanne Stoffolano, Jim Horton, Wally Hoggatt, Terry Erickson and Rod Richards.

Debra Hoyle, Morris Farr, Kerry Hales, and Roland Bockhorst were guests.

I. OPENING: Terry Z opened the meeting on time. A quorum being on hand, we began by reading together our Mission Statement and Covenant.

II. The Agenda was accepted although some items will be out of order.

VI. F. Finance Committee

Morris reported that the Committee, given the charge to assess interest, had two meetings to consider the church building issue. Cassandra O'Neil, whom Terry had talked with on the phone, along with Jennifer Sellers, said a survey would be worthwhile as long as it was not weighted in favor of one response. The Board deemed the survey which the Committee submitted did not meet this requirement .

Terry Z had spoken with Jennifer Sellers who would be willing to help with a five-year vision plan. Mary Gleason, the UUA consultant, who did the evaluation two years ago, contacted Rod to ask how we were doing. Jim recommended inviting her again for an update. Terry Z will send a copy of the survey to Mary Gleason.

IV. C. Treasurer's Report

Danielle distributed copies of her colorful reports for September and October.

Terry Z needs an official count of the membership. Jim suggested there be a purge of inactive names so we don't have to pay UUA and PSWD dues for non-active people on the membership list. Rod pointed out the difficulties involved in removing names from the directory. Rod and Debra will work on who are members.

Terry E asked if the money to pay Mary Gleason should come from the building fund. It was decided to fund a second evaluation by Mary Gleason in the next budget. Rod estimated Mary's fee to be around \$1,000.

Terry E mentioned that February/March is a good time to ask members what they want.

Noting that Mary has experience with our congregation, Danielle moved we ask Mary to facilitate a five-year vision. Wally seconded; motion passed.

Jim moved we invite Mary next fiscal year when Rod would be available to work with Mary. Danielle seconded; motion passed.

Danielle noted the need to think about next year's budget. Jim pointed out that the Finance Committee makes recommendations to the Board for consideration and approval.

Danielle reported that Federal taxes for 2008 have an extension to February. She will contact Liberty Tax next week.

III. Minutes

Wally moved and Danielle seconded a motion to accept the Minutes of the Sept 27 meeting as e-mailed to Board members. Pending revisions by Terry Z the motion passed.

Terry Z distributed copies of the October 25 meeting Minutes. Wally moved and Terry E seconded that we accept them with correct spelling of Wally's name. The motion passed.

Terry E pointed out the importance of complete and accurate motions as they are the official record of what business transpires in the UUCSEA.

The Discretionary Fund balance is included in the Minister's report. Rod noted that the annual

offering for the discretionary fund occurs in December.

VI. A. Communications

Debra reported that the new hard drive is installed in the office computer and she is slowly transferring data.

B. Nothing new with the Care Team

C. No Membership report

D. Social Action is still selling stainless steel insulated water bottles to help reduce the use of plastic.

E. Sunday Services

Rod requested the Board approve additional funds for guest speakers since what had been budgeted for the year has already been spent. La Luna Tunes donated back \$200 of the \$300 they had been paid. Terry Z moved their gift go back into the Sunday Services fund. Terry E seconded; motion passed.

Wally moved we authorize an additional \$600 for Sunday Services. Suzanne seconded. Motion did not pass.

Wally questioned specific need for guest stipends when we have considerable local talent. Rod mentioned he has two speakers on tap, one of whom is willing to forego a stipend.

Terry E moved we allocate an additional \$400 for Sunday Services. Suzanne seconded. Motion passed.

F. Finance Committee (See above)

VII. Ongoing Business

A. Jennifer Sellers visioning handled earlier.

B. Uda Gordon sent word the Audit Committee needed still further time for its report

C. Sabbatical plans

Rod is entitled to six months off. Two sets of three months each over two fiscal years were approved by the Board. Rod originally planned for Jan-Feb-Mar 2010, but the Board felt his presence during pledge time too important. Terry E moved, Danielle seconded a motion that Rod have July-Aug-Sept off in 2010 and 2011. The motion passed.

D. Car money

Terry Z talked with an IRS spokesperson who suggested that the use of the targeted donation to purchase a car titled to an individual conflicted with IRS guidelines. Wally suspects the IRS agent may have confused two separate but related principles: the prohibition against activities that result in inurement of benefits to insiders, and the prohibition against serving the private interests of anyone, insider or outsider, by means of gifts that go beyond helping recognized objects of charity or the community as a whole. Because Rod is an insider, and because the car money was not planned to be a gift (it would have been taxable compensation), the issue should be framed as one of inurement. But the rule against inurement doesn't prevent "reasonable"

compensation, only "unreasonable" compensation. The question is: "What constitutes reasonable compensation?"

Rod suggested, after further research on the practice of other congregations and advice of colleagues and the PSWD District Executive, that the way the agreement was structured originally is probably as close as one can get to the intention of the donor. Wally asked if there had been a lease and what the wording was in the original agreement: Rod will be responsible for a portion of ongoing maintenance and upkeep, based on the percentage of personal use. Wally moved and Jim seconded a motion to rescind the resolution of Oct 25, 2009 and go back to the original plan which is to purchase a Toyota Prius (donor's wish) and lease it to Rod. The motion passed. Rod is to be in charge of finding an appropriate vehicle.

VIII. New Business

A. Justin Reeves e-mailed a request for a stipend to help with his Tibet project for teaching monks English. Pamela pointed out that honoring his request would be setting a dangerous precedent. The Board decided to invite Justin as a guest speaker with stipend when he is available. Terry Z will respond to Justin as to that decision. The Board entertained the idea of establishing a program to benefit similar worthy requests, but no details were discussed and no motion was made.

B. Church keys

Ellen Taylor and Rod have come up with ten office keys - besides those in the hands of Board members. Pamela moved, Wally seconded a motion that anyone who needs one have a key. Motion passed.

C. Jim requested that the office subscribe to the Herald so that articles about members and pertinent issues get the attention they deserve. The Board determined to include a subscription in the budget for next year.

D. Deb reported a problem with the Good Neighbor Alliance check. Since she makes the deposits for GNA, it is against their rules for her to accept the check. The check was given back to Danielle.

E. Rod pointed out that the office phone does not presently have long distance usage, and long distance service is needed to carry out the activities of the church office. Instead of changing the phone company service, Terry E and Debra have offered to install a magic jack for long distance capability.

IX. Adjourn

Pamela moved and Wally seconded a motion to adjourn which passed. The Board adjourned at 3:09.

Respectfully submitted,
Pamela Lee

Board meeting minutes 12/20/09

Meeting was called to order by Wally Hoggatt.

Present: Rev. Rod. Richards, Suzanne Stoffolano, Danielle Koester, Jim Horton, Terry Zapotocky

I. With a quorum present, the Mission Statement and Covenant were read by all.

II. The agenda was approved except the minutes from 11/22/09 were postponed for approval until the next meeting when Pamela Lee the Secretary would be present.

VIII C. Joyce Carpenter was asked to go first. She is co-chair of the pledge campaign, and she talked about progress on the pledge campaign. Thirteen people have agreed to be solicitors for the campaign. The 31 of January will be the first meeting for the solicitors though anyone may attend. It will be held at the office. We are 4th in the lottery for the Mona Bishop room on March 13 for the kick off of the pledge campaign. There are several possibilities for a dinner party at the end of the campaign. Terry will remind Morris Farr, chair of the finance committee, that a preliminary budget needs to be begun working on in January. Also the congregation will be informed that if they turn their pledge cards in at the beginning of the campaign, they will not be contacted by the solicitors.

III. The minutes from the extra meeting of 12/13/09 were approved with the correction of the spelling of Wally's last name.

IV. A. President's report: UUCSEA volunteers packed over 2500 bounds of beans for the St. Vincent de Paul Food Bank. They will be returning on Tuesday to start packing 1000 pounds of rice. Terry will work on a check list for volunteers who help clean up and close after the service.

We need to be out of the building by 12:30 according to our contract. Carmen is supposed to stay until 12:30 so she can help clean up on the days she is there, but a church member needs to be in charge of the closing. Rod and/or Terry will talk to Carmen. Rod is having a meeting for all volunteers in January on the 9th for all volunteers. He is hoping to encourage more members to volunteer so the same few are not doing all the work. We also need a detailed list for set up for when Gary Rulapaugh isn't able to attend. At one time Gary had told Terry, he didn't want to be in charge of finding replacements. Terry had asked him to notify her if he couldn't attend, but that effort had fallen through the cracks. Terry will talk to him about this.

IV. C. Treasurer's report: We don't receive a bill for our dues from PSWD. Danielle asked Bob Couch at PSWD to send a bill so we know how much is due and when. PSWD dues are \$1958 for the year and \$4500 to UUA for the year. UUA dues are up to date as they send bills when they are due. Dues are based on the number of individual members and are paid out of pledge money. Members are unaware of the amount due for each person, and a breakdown of where pledge dollars go might be helpful. Also purging the membership list might reduce the amount of dues

we pay but is labor intensive. Rod will work on this.

\$2000 was moved from the Reserve Fund to the Operating Fund to cover expenses in October. Danielle hasn't been able to return it, but see paragraph below about operating expenses for the office. Also a bad check was written, and we were charged \$35. If it happens again, we'll need to consider what appropriate action to take. For the October Soup Sunday, \$55 was paid into the Building Fund from the Membership budget to pay for the new members welcome lunches. However, there is no money budgeted for Membership so the money will just come out of the Miscellaneous category of General Operating Fund.

\$3000 was planned in this year's budget to come from fund raising. The money that was raised last May from the garage sale was supposed be used for this year's budget, but neither Danielle nor Terry Z knew about this. Even if it was carried over into this year's budget, the General Operating Fund is still low. Also Danielle and Terry found out that 75% of the operating expenses for the office are supposed to come from the Reserve Fund this year, some of which is in a CD. However it is not required that 75% of the money for the office expenses be taken out of the Reserve Fund if there is enough money in the General Operating Fund.

According to the Discretionary Fund Policy, the Treasurer is supposed to reconcile the account and have access to the check numbers and amounts. This is for the minister's protection. Terry will make sure Danielle has access on line to the account.

Terry made a motion seconded by Jim to approve the Treasurer's report. It was passed unanimously.

After some discussion it was decided that the by-laws should be changed so that the treasurer serves on the board for 2 years. The 1st year as treasurer and the 2nd as an at large board member to serve as mentor for the incoming treasurer. There would be no increase in the total number of board members. This can be voted on at the spring congregational meeting.

V. Minister's report: This was handed out. The Social Action task force mentioned in the report has the purpose of checking local agencies to see what needs there are in the community that aren't being filled that SA could get involved in.

VI. A. Communications: Nothing to report. It was noted that Debra Hoyle is doing a good job as chair.

VI. B.,C. and F. Care team, Membership and Finance-no reports.

VI. D. Social Action: see IV. A. SA will be meeting on the 27th to discuss future projects, a movie purchase list, and to whom and how much to contribute to non-profits.

VI. E. Sunday services: Ellen Taylor is learning how to do the Order of Service. She, Ed and Ellie Waters also do the Newsletter.

VII. A. The Audit Report was postponed until January. Jim made a motion seconded by Suzanne to consider hiring a professional to do the audit next fiscal year. It passed unanimously. Jim volunteered to look into finding out the cost.

VII. B. Sabbatical plans: The sabbatical is still planned for 3 months for July, August and September. It was decided that approximately \$5000 will need to be budgeted for guest speakers. Rod will meet with the Committee on Ministry on January 8 first then meet with volunteers from the Board (Wally & Terry Z) and from the Sunday Services Committee to further plan for the services during the sabbatical.

VIII. C. Auto letter of agreement: Jim made the motion which was seconded by Suzanne to approve the revised letter of agreement as presented by Terry. Motion passed unanimously. Jim made a motion seconded by Terry that when the approximately \$4,500 left in the car fund is depleted from paying for maintenance, repairs, insurance, yearly registration, that the board at that time revisit the plan to give the car to Rod as a bonus. This would depend on the blue book value of the auto at that time. Motion passed unanimously.

Meeting adjourned at 2:50 PM. Submitted by T. Zapotocky

Minutes from Board Meeting 12/13/09

Meeting was called to order at 12:25 PM.

Present: Rev. Rod Richards, Wally Hoggatt, Jim Horton, Suzanne Stoffolano, Terry Zapotocky
Jim made a motion and Wally seconded that we purchase using money from the auto fund a 2007 Toyota Prius at the quoted price from Sierra Toyota of \$14,669.20 + tax if not already included (it was included in the price). Motion passed unanimously.

It was decided not to purchase a 3 year, 100,000 mile warranty at \$2650 as this seemed rather steep. Wally made a motion and Suzanne seconded that we provide the car for the minister's use (as this was the wish of the donor). The motion passed unanimously.

Suzanne made a motion and Wally seconded that we enter into a letter of agreement with the minister for the use of the car based on the original letter of agreement with revisions. The motion did not pass.

Wally made a motion and Suzanne seconded that we use the original letter of agreement until the board could time to study and agree on revisions. The motion passed.

Meeting adjourned at 12:50 PM. Submitted by T. Zapotocky

MINUTES OF THE UUCSEA BOARD MEETING 01/24/2010

I. The Board met at the UU Office at 1:00 pm after the Sunday service.

Members present were Terry Zapotocky, Pamela Lee, Danielle Mackenzie, Suzanne Stoffolano, Jim Horton, Wally Hoggatt, Terry Erickson and Rod Richards.

Carol Hanrahan and Joyce Carpenter were guests.

I. OPENING: Terry Z opened the meeting on time.

A. A quorum being on hand, we began by reading together our Mission Statement and Covenant.

II. The Agenda was accepted although some items will be out of order. Danielle pointed out the typo on the date.

III. Pamela read the Minutes of the 11/22/09 Board meeting which were approved with minor corrections.

The Board decided to accept the Minutes of the 12/20/09 Board meeting as presented by Terry Z in written form.

Clarifications:

Terry Z did give a copy of the survey to Morris, but suspects Morris has not forwarded it to Mary Gleason. Terry Z will follow up with Morris.

The GNA check went to Suzanne who gave it to GNA in early December.

VII. Ongoing Business

A. Pledge Campaign Report and Requests: Carol Hanrahan and Joyce Carpenter

Carol reported that \$500 was spent on expenses for last year's pledge campaign. Of the \$100 line item, \$30 has already been spent for printing pledge cards. The kick-off will be on March 6 at the library (with no alcohol allowed). The final celebration will be on May 15 at Winter Haven Rest Center (where we can have alcohol). Carol requested an additional \$400 for the Pledge campaign. Jim so moved, Terry E seconded, and the motion passed. Funds will come from the General Operating Funds.

Rod acknowledged that calls and emails for the Pledge Drive may solicit from friends as well as members.

Carol asked what our pledge goal should be. Danielle guessed \$135,000. Rod suggested we not low-ball the goal, as our congregation always makes its pledge. The Board informally recommended a goal of \$140,000 for Carol to present to the Finance Committee at their meeting on Tuesday.

IV. Reports of Officers

A. President Terry Z said she gave up on getting Minutes on the website. Kerry Hales insists on a format impossible for her to use. Rod suggested Terry Z send Minutes to Rod at the office; he would see that they get published.

B. Secretary Pamela passed.

C. Treasurer Danielle handed out her colorful report for December.

1. This one was complete with pie chart. Rod wondered if the minister's slice could be subdivided so as not to look so weighted for his portion. Year end pledges boosted income.

2. Monthly attendance averaged 77.

3. Since the bookkeeper is no longer writing checks or keeping the ledger, she is now being paid \$100 per month instead of \$150. She continues to do payroll once a month and to pay quarterly taxes. Now that Danielle is managing the ledger, accounts are balanced to the penny. Danielle found \$964 in errors in the bookkeeper's records. They were in the congregation's favor.

Although the bookkeeper may not have been balancing the accounts, Danielle recommends keeping her on for now, as she is the one most able to answer historical questions.

4. The question was raised about hiring an external auditor. Danielle pointed out such a move would better be postponed until the year following one entire year of accurate bookkeeping. To hire an external auditor within six months of mistakes and inaccuracies would be a waste of money.

Wally moved and Jim seconded a motion to accept the Treasurer's report; the motion passed.

The yearly taxes have been done by Liberty Tax.

V. Minister's Report

A. Rod submitted a three-page written report of activity from 21 Dec 2009 through 24 January 2010.

Rod wondered about newsletter reports on how pledges are coming along in the interest of transparency. Danielle recommended postponing that until next fiscal year. Pamela moved and Danielle seconded such a motion which passed.

Rod reported radio ads would be resuming. There would be three Sundays advertised in February, three in March, and one in April to use money budgeted for this.

B. Sabbatical plans were outlined in the Minister's Report. Jim questioned whether sabbatical time accrued during a sabbatical. Wally said we'd have to look at the wording on the Minister's Letter of Agreement.. Terry Z moved, and Jim seconded a motion that Rod investigate. The motion passed.

VI. Reports of Committees

A. Communications:

Debra's new yahoo address was noted. Its listing in the bulletin did not eliminate confusion. A problem arises with Google which perceives multiple messages as "spamming." Subscribers should opt for the You You site on Ning. Rod pointed out that we can't go back; that's not an option. See the next Newsletter.

B. Care Team

Care Team needs an updated directory, too.

C. Membership

Rod suggested a separate directory for out of state friends and commented that directories needed to be more user friendly.

D. Social Action

A task force based on a survey came back with some recommendations. Rod reported that some dedicated members feel disenfranchised. Rod will work with the Social Action members to resolve conflicts.

Rod explained that this was just the beginning of a conversation. Perhaps there needs to be more congregational feed-back.

Burt Jones is Chair of Social Action. Rod sees no need to censor the Committee Report.

E. Sunday Services

There will be a new Sunday Services workshop on Sermon Writing which will meet twice a month in February and March.

Rod will be away for two Sundays in June during General Assembly.

F. Finance Committee: (Pledge Campaign Committee reported earlier.)

VII. Ongoing Business

A. Audit Report

There was still no accounting from Uda or the Committee. Danielle commented that the missing paperwork did not go missing on her watch.

VIII. New Business

A. Sharon Douglas has asked to be a delegate to the General Assembly. It was assumed that her expenses were covered in the budget. We are entitled to a second delegate. Jean MacKeen is interested. No determination was made to contribute to her expenses.

B. Jay feels we need a larger storage space. Members want to know what is being stored. Pamela

volunteered to help Terry Z do inventory and re-organization of existing storage space before determining whether a larger unit is needed.

Terry Z will remind Jay not to pay. Danielle gets the bill paid on time.

C. If there is to be a By-Laws change regarding the offices of President and Treasurer and a possible Vice-President, these matters can be taken up at the congregational meeting in April.

D. Danielle reported that the office lease, in the name of Sharon and Jerry Covey, expires Jan 31. She has paid through February. Both Danielle and Terry Z have phoned and sent letters to the landlady with no response so far. She does not have email or voice mail.

E. Terry E questioned the use of electric heaters as an economic drain and asked why we don't use gas. Suzanne Stoffolano will investigate the cost of connecting with the gas company..

IX. Adjourn

Terry E moved, and Suzanne seconded a motion to adjourn which passed. The meeting was adjourned at 2:55.

Respectfully submitted,

Pamela Lee, Secretary

MINUTES OF THE UUCSEA BOARD MEETING 02/28/10

I. The Board met at the UUCSEA Office at 1:00 pm after the Sunday service.

Members present were Terry Zapotocky, Pamela Lee, Danielle Koester, Suzanne Stoffolano, Wally Hoggatt, Terry Erickson, Rod Richards, and Jim Horton.

Morris Farr, Carolyn Edwards, Kerry Hales, and Barbara Vercoe were guests.

I. OPENING: Terry Z opened the meeting on time. A quorum being on hand, we began by reading together our Mission Statement and Covenant.

II. AGENDA: Latest copies of the AGENDA were distributed and accepted.

VI. REPORTS OF COMMITTEES

A. Communications:

Kerry Hales proposed the adoption of Constant Contact, an e-mail marketing tool for \$15 a month. He wants individuals to opt in and decide what type of announcements they receive. All announcements could be put into one mass email weekly. Both UU churches in Tucson use Constant Contact for communication. It was suggested to do a week trial with just the Board. Pamela moved, and Danielle seconded the motion that Kerry subscribe for one year. The motion passed.

VII. ONGOING BUSINESS

A. Audit Report:

Carolyn Edwards reported that the Committee had met four times and was satisfied with their product. Jim moved and Wally seconded the motion to accept the Committee's Report as presented. The motion passed.

VI. REPORTS OF COMMITTEES

G. Nominating Committee

Jim moved and Suzanne seconded the motion to accept the slate of officers for 2010 - 2011 as presented. The motion passed.

F. Finance Committee

Morris Farr reported that the Committee had met and agonized several times. The e-scrip item is

a kickback from Safeway that must be renewed annually. Danielle will check to find out if Safeway is still using e-script.

There was discussion about the proposed 5% increase for Rod. It was felt that such an initiative should come from the Board rather than the Finance Committee, and that the process needs revision for next year.

The Budget does not have to be approved until March.

There were unresolved questions regarding the Sabbatical reserve fund and the related CD.

It was felt that the Congregation needs to decide if a consultant should be hired for consensus-building.

It was determined that \$2,400 would be needed to pay for guest speakers while Rod is on sabbatical this summer. These funds should come from the Reserve Fund as money has been set aside in the past for sabbatical expenses.

III. MINUTES

Jim moved, and Suzanne seconded a motion to accept the Minutes of the 01/24/10 Minutes as e-mailed to Board members.

IV. REPORTS OF OFFICERS

A. President:

Terry Z mentioned that the Building Survey matter was still pending, awaiting suggestions from Mary Gleason.

Sharon Douglas does want to be a delegate to General Assembly. Jean MacKeen is not committed as yet.

Terry Z's and Pamela's visit to the UU storage locker discovered numerous boxes of fake flowers. It was decided to send them to the garage sale in April.

There does not need to be a By-Laws change to accommodate the desired changes in the position of Treasurer and President.

The Office Lease is posing problems. The landlord does not want to re-type the lease, and she still has not provided the Tax ID number. Since Coveys names are on the lease, it was proposed that they contact her.

C. Treasurer:

Danielle presented her clear and colorful reports. Wally moved, and Jim seconded a motion to accept them. The motion passed.

Access to the e-mail account is "Connections."

Might the Board consider purchasing a proper, sturdy bag for the paperwork which the Treasurer must carry around?

Purchasing software such as Quicken was also suggested.

Only \$2000 has been taken so far from the Reserve Fund for Office Expenses.

To keep the old treasurer records secure, it was decided to lock them in the file cabinet in the office by the computer with the President and the Treasurer each getting a key.

V. REPORT OF MINISTER

Rod would like the Minister's Budget line to show Professional Expenses as a separate item. The Board will suggest that Morris itemize the Minister's Expense line in the Budget.

The vote for the Congregation to become a Welcoming Congregation needs to take place at the Annual Congregational Meeting. This needs to go on the Agenda and be sent out to the congregation three weeks in advance. The Board decided the Congregational Meeting should be on April 18. Terry Z will get out the Agenda for that meeting.

VII. ONGOING BUSINESS

C. Gas Heating

Suzanne reported that Southwest Gas can be supplied for a one-time deposit of \$200 a month after an inspection at + \$80. Jim moved and Wally seconded a motion to reinstate gas heating in the UU office. The motion passed.

VIII. NEW BUSINESS

A. Approval of Cochise County Children's Center

Jim moved and Terry seconded a motion to include that organization as eligible for donations.

B. So that the Board could meet and finalize the Budget before the deadline (March 28) for sending out the Agenda for the Congregational Meeting, the Board determined to meet on Thursday, 11 March at 6:00 pm at the UU Office.

IX. ADJOURN

Following a motion by Suzanne, seconded by Pamela, the meeting was adjourned at 3:45.

Respectfully submitted,

Pamela Lee, Secretary

Minutes Board meeting 03/11/10

Meeting started at 6:10 PM

Present: Rev. Rod Richards, Jim Horton, Suzanne Stoffolano, Wally Hoggatt, Terry Erickson, Terry Zapotocky

Sabbatical funds were discussed. Some remembered that \$1000 were supposed to be allocated for sabbatical funds each year starting at least 5 boards ago. However no separate accounting was done for this, and it didn't get passed on from board to board. It was moved by Terry E. and seconded by Suzanne that \$5000 be moved from the reserve funds and put into a separate sabbatical account for this and future sabbaticals. It was approved unanimously.

Jim moved and Wally seconded that \$1000 be put into the sabbatical account each year. This passed unanimously.

Communications were discussed. The \$3800 for communications is for radio, newspaper and telephone directory ads. It is agreed that radio ads brings in people. It would be difficult to tell how many radio ad newcomers are retained.

Rod's salary was discussed. He did not receive a raise last year. He also returned \$1000 in professional expenses last year that he did not use. It was agreed that Rod is our most valuable asset. Jim discussed the average UUA minister wages for Geo 1 district which range between \$37,600 and \$56,500. Rod's salary is past the mid point. Terry Z said that retention and merit need to be considered besides cost of living. However, these are tough economic times and many have seen their income stay flat or even decrease. Social Security is not giving any raises this year or next. Jim made the motion seconded by Terry E that Rod be given a 2% raise. The motion passed unanimously. This would bring the minister's pay from \$51000 to \$52020.

Retirement and FICA would raise accordingly (11% & 7.56%). Health insurance, disability, life insurance, dental insurance and professional expenses would remain as on the proposed budget from the finance committee. Rather than open up a separate account for professional expenses, these will just be tracked separately as Danielle has been doing.

There was discussion as to Sunday Support. This is for Carmen's pay. Besides helping set up and

take down, she is needed in RE for insurance purposes as 2 people need to be in RE. She reports to Rod. Terry will send Rod the list of set up and take down duties so Carmen can help more. Suzanne says she wants to succeed at her job and just needs more direction. It was decided to keep the pay increase of \$5/hour proposed by the finance committee.

Danielle was praised for the clearer accounting that she has been doing. The vote to make the congregation an official welcoming congregation will be decided on at the congregational meeting on April 18. It was decided because of the economy and the budget crunch, not to budget for an outside consultant this coming fiscal year.

Wally moved and Jim seconded to approve the budget presented by the finance committee with the above modifications.

Suzanne moved and Jim seconded to close the meeting at 7:20 PM.

Submitted by T. Zapotocky

MINUTES OF THE 03/28/10 UUCSEA BOARD MEETING

The Board met at the UUCSEA Office at 1:00 following the Sunday service.

Members present were Terry Zapotocky, Terry Erickson, Jim Horton, Wally Hoggatt, Suzanne Stoffolano, Pamela Lee, and Rod Richards.

Patricia Burr was a guest.

I. OPENING: Terry Z opened the meeting on time. A quorum being present, we began by reading together our Mission Statement and Covenant.

II. AGENDA: The Agenda was accepted as emailed.

III. MINUTES:

Suzanne moved, seconded by Wally, that the Minutes of the 02/28/10 meeting with two minor corrections be approved as emailed. Motion passed unanimously. Suzanne moved and Jim seconded a motion that the Minutes of the 03/11/10 meeting be approved as emailed. Motion passed unanimously.

To accommodate our guest, the meeting began with:

VIII. E. COMMITTEE ON MINISTRY

Patricia Burr submitted a three-page Annual performance evaluation of the Reverend Rod Richards for 2009, signed by Patricia, Max Frye, and Morris Farr. The report gave Rod an excellent evaluation. Terry E said he had gotten some complaints about Rod but had not passed them on to the Committee on Ministry. No one else on the Board had heard any complaints. If anyone on the Board receives any complaints about Rod, they should be passed on to the Committee on Ministry.

In the discussion that followed, the question was raised about a possible conflict of interest when a member of the Committee on Ministry also serves on the Finance Committee. It was informally concluded that Finance Committee members should not serve on other committees (except for the Board Treasurer who serves on both the Board and the Finance Committee).

It was furthermore determined that the Board should be apprised in a timely manner of any proposed changes in the Budget by the Finance Committee.

IV. REPORTS OF OFFICERS:

A. President:

Terry Z is not able to comply with Kerry Hales' request that Minutes be in PDF form for posting on the website. Wally made a motion, seconded by Jim, that, since Kerry is the computer expert, Kerry should convert the Minutes. The motion passed unanimously.

Furthermore, the Board requests that there be one file per meeting, not one file for all the

Minutes.

The question was raised about when the Board first approved \$1,000 for Rod's Sabbatical. Suzanne and Terry Z offered to research the records.

B. Secretary:

Pamela requested that members making or seconding motions begin with their names.

C. Treasurer:

Danielle being absent, the Treasurer's Report was deferred until the next meeting.

V. REPORT OF MINISTER:

A. Rod submitted a detailed three-page report via email and hard copies.

B. Rod reported a decrease in requests for assistance. He asked how discretionary funds should be handled during his Sabbatical.

Wally moved and Jim seconded a motion that Terry Z, as President, and Danielle, as Treasurer, have the power to distribute from the discretionary fund up to \$100 for requests outside the congregation and up to \$250 for requests within the congregation with a one-time limit per person while Rod is on Sabbatical. The motion carried unanimously.

The Board is in favor of transparency regarding the financial status of the UUCSEA but was reminded that Danielle, as Treasurer, would be more comfortable publishing such data after she had completed a year of reliable records.

It was agreed unanimously that the Pledge status be reported at the Congregational Meeting.

VI. REPORTS OF COMMITTEES:

A. Communications:

Jim applauded the efforts and results of the Communications Committee, Debra, Terry Z, Rod, and Kerry, for the weekly email announcements on Constant Contact; he also pointed out the need for a link between blog and website.

B. There was no report from the Care Committee

C. The Board deemed that the Membership Committee needs revitalizing.

D. Social Action:

"No Impact Man" will be shown at the SV library on 21 April at 6:00 pm.

E. Sunday Services were part of Rod's Report.

F. Finance:

Terry Z sent the proposed Budget, as revised and approved at the last meeting, to the congregation via email, handouts at the service, and USPS.

The Board strongly recommends that the Report by the Committee on Ministry be submitted in time for the January Board meeting, before the determination of the minister's pay package.

VII. ONGOING BUSINESS:

A. Office Heat

Terry Z reported that there would be no gas hook-up until a passing city inspection after a licensed plumber has tested the pipes. The plumber assessed that the old pipes have lots of leaks. Repairs to them could be made for \$800 - \$1,500, but there would be no guarantees. To re-pipe from meter to heater would cost \$2,000 - \$2,500.

There remains the problem of no current lease and no tax ID from the landlady. Wally's reading of the lease indicated that it is the landlord's responsibility to "maintain" utilities. Pamela remarked that that implied there was something to maintain.

Terry Z will follow up with Coveys and the landlady to negotiate a lease, tax ID, and legal gas heat.

B. Congregational Meeting Plans:

The Agenda for the Congregational Meeting was approved as emailed.

Terry Z will arrange with Buena Elementary for the right to extend our stay on April 18 beyond the usual 12:30 agreement.

C. eScrip:

Terry Z has reinstated our status with Safeway. Members will be reminded that a percentage of their Safeway purchases will benefit the UUCSEA after customers register their Safeway cards, debit and charge cards with eScrip.

D. Delegate to General Assembly:

Sharon Douglas has declined to be a delegate this year. Jean McKeen may want to attend. Rod will ask Hanje if she wants to go. Cost runs about \$310. Is such a sponsorship already budgeted?

(NO)

VIII. NEW BUSINESS

A. Prayer tree proposal

Pat Aronna was not present to make a case. No action was taken, though there was a general consensus that, if there was interest, an affinity group would serve and that if Pat were interested in this, he should get it started..

B. Philosophy (See C below.)

C. Office Use

According to Terry Z, our insurance does not cover activities at the office by groups not sponsored by or affiliated with UUCSEA. After considerable discussion of the pros and cons, the Board felt that concerns regarding potential insurance issues argued against allowing non-UUCSEA organizations use of the office unless they can produce evidence of \$1,000,000 of liability insurance as per the office policy. Thus Tricia Gerrodette's request that the Food Coop be allowed to unload its palettes at the office was denied. There was also a long discussion about what constitutes a UUCSEA group as opposed to a non-UUCSEA group. No definite determination was made.

D. Phone Card for Office Manager

Board members contributed \$20 to buy a phone card for Jay Jenkins, the office manager, so he can easily be reached by phone to defray phone expenses for him since he doesn't have a phone plan. Suzanne will learn from Jay how much he would need per month from the office fund for phone cards. Suzanne will also communicate to Jay the Board's strong feeling that members need to be able to communicate freely with the Office Manager.

E. Committee on Ministry (covered earlier)

F. Terry Z questioned whether a Board meeting was necessary or desirable after the Congregational Meeting on 18 April. The Board decided to meet at 1:00 pm on April 25 as already scheduled.

G. Rod's Radio Plans

Rod announced that he would be doing no further radio shows in the immediate future, nor would he be attending District Assembly, so that he could better prepare for his Sabbatical.

IX. ADJOURNMENT

Pamela moved and Wally seconded the motion that we adjourn; it passed unanimously. The time was 3:03.

Respectively submitted

Pamela Lee

Minutes of the UUCSEA Board Meeting 04/25/10

Members present were Terry Zapotocky, Danielle Koester, Jim Horton, Terry Erickson, Wally Hoggatt, Suzanne Stoffolano, and Pamela Lee. There were no guests.

I. There being a quorum, Terry Z called the meeting to order five minutes early. The Board began by reading together our Mission Statement and Covenant.

II. The Agenda was accepted without additions or changes.

III. Minutes

A. Suzanne moved and Wally seconded a motion to accept, without reading, the Minutes of the 03/28/10 meeting as emailed. The motion passed unanimously.

B. Pamela read the Minutes of the Congregational Meeting (4/13) to check for additions and corrections. Terry Z asked why there was a wait of one year to approve the minutes from the previous congregational meeting. Wally explained that the body from which the minutes originated, i.e. the congregation, should be the one that approves the minutes. As those minutes must be approved by the congregation, Terry Z will arrange to send them to the congregation via email for additional corrections.

IV. Reports of Officers

A. President Terry Z mentioned that there will be no newsletter while Rod is on Sabbatical.

B. Secretary Pamela made no report.

C. Treasurer Danielle pointed out that February and March expenses exceeded income for those months. \$4,000 has been transferred from Reserve funds so far this year to cover expenses.

During the next fiscal year, Danielle will know where we are at any time.

The glitch in the Social Action budget has been resolved. Originally it appeared that SA was almost \$1,000 over budget. However, according to Sharon Covey, last year's president, a \$2,000 anonymous gift was donated near the end of the fiscal year that had not been spent and should have rolled over into this year's SA budget. So, actually, SA has about \$1,000 left in their budget.

Music payroll expenses are now separate from training.

Both Sharon Douglas (Music) and Social Action will review their budget requests before the Board finalizes the budget next year.

eScrip is going well and represents an increase of \$50 - \$140 per month in our income.

The pledge campaign has reached 75% of its monetary goal, not counting this Sunday's intake. Terry Z will put something in the weekly Connections asking for pledges.

The bequest of \$2,000 from John Pintek's daughter will go to the general fund.

Plans are complete for covering Rod's absence during his three-month Sabbatical. The majority of the guest speakers will be internal. \$2,400 is budgeted for guest speakers during the Sabbatical.

Joyce Carpenter has agreed to be the understudy treasurer.

Terry E questioned what would happen if the congregation does not come up with money to meet budget requirements. The consensus was that the Board would have to change the adjustable income to meet the pledges.

Danielle noted that 10% must be retained in the Reserve Fund.

Jim offered to consult with Burt Jones and Morris Farr regarding how to increase pledges if there is a short fall.

Terry E assured the Board that the Pledge Committee is making calls to members who have not pledged.

Wally suggested a Sunday plea for contributions toward our pledge, beyond the regular collection.

Wally moved and Jim seconded a motion to accept the reports of the officers. The motion passed unanimously.

V. Report of Minister

Rev Rod Richards being absent, there were no ministerial reports.

VI. Committee Reports

A. Communications

Radio ads have put that committee's expenses way over budget.

Jim recommended that next year's committee chairmen submit requests to the Board for approval before making expenditures.

Pamela so moved, seconded by Terry E, and the motion passed unanimously.

Such written authorizations will help Danielle keep tabs of committee expenditures next year.

Terry Z will inform committee chairmen of the new policy.

Terry E remarked that the recent conflict over changes in the Service, the Order of Service, and the newsletter could have been avoided had the congregation been adequately informed ahead of time. The Sunday Services Committee had intended the Joys and Concerns experiment to have been introduced to the congregation more gradually.

B. Care Team

Karen Horton has upgraded the lists which are now posted on the website.

C. Membership

The committee, consisting of Terry Z, Carol Hanrahan, Molly Anderson, and Margaret Carlstrom, will have a budget for operating expenses next fiscal year.

D. Social Action

Terry Z reported that sixteen people were present at the library for the screening of "No Impact Man."

E. Sunday Services

This committee needs a chairperson.

The Joys and Concerns book (written rather than oral) is immensely helpful to Rod in his pastoral work.

F. Finance

(No report)

VII. Ongoing Business

A. Heat

Terry Z asked Democrats next door what their utility expenses ran; they reported \$40 for electric and \$160 for gas during the winter months. We pay about \$80 for everything.

Our landlady's being Superintendent of Schools in Nogales may explain her delay in answering our requests.

Terry E suggested looking into the possibility of moving into a larger, less expensive place and mentioned the possibility of a building on Fry which might be coming available.

B. Proposed changes to budget process for Minister.

It was noted that such changes must be approved by the end of the calendar year. Wally moved and Suzanne seconded a motion to approve the budget as modified. The motion passed unanimously.

C. Getting Minutes on the Web

A meeting of the communications committee is scheduled for 7 May. Meanwhile, Terry Z has mastered converting the Minutes to PDF.

D. Storage

As office manager Jay Jenkins has requested a larger storage unit. Terry Z and Pamela verified that the present space is small and awkward to access. Wally moved and Jim seconded a motion to rent a larger unit. The motion passed unanimously.

E. Discretionary Fund for Sabbatical (See IV. C)

VIII. New Business

A. Joys and Concerns were discussed but were deemed not a matter for the Board.

B. The Board should have pre-approved the Yard sale. Wally moved and Jim seconded a motion to approve this year's sale after the fact. The motion passed unanimously.

C. Fundraiser

Jean McKeen and Terry Z have proposed a Sunday jam session once a month following the service to earn money for Perla (our Circulo de Amigos student). Wally moved and Pamela seconded a motion to enact this idea. The motion passed unanimously.

D. Music Budget (See IV. C)

E. Congregational Minutes

Those Minutes must be approved by the Congregation at the next Congregational meeting

IX. Adjourn

The meeting was adjourned at 2:28.

Respectfully submitted,

Pamela Lee, Secretary

Minutes of the 05/23/10 UUCSEA Board Meeting

Board members present were Terry Zapotocky, Danielle Koester, Jim Horton, Terry Erickson, Wally Hoggatt, Suzanne Stoffolano, the Rev. Rod Richards, and Pamela Lee.

Jessica Ohle, Margaret and David Carlstrom were guests..

I. There being a quorum, Terry Z called the meeting to order at 1:02. The Board began by reading together our Mission Statement and Covenant.

II. The Agenda was accepted as presented.

III. Minutes

The reading of the Minutes of the 04/25/10 meeting of the Board was postponed until the next meeting pending corrections.

V. Minister's Report

A. Rod Richards reported a major push before his sabbatical. He was away for seven days with his mother in Minnesota. He is working on a letter which will contain his schedule and contact information.

B. There was considerable discussion regarding handling of the Discretionary Fund during Rod's absence. It was deemed too great a hassle to add (or subtract) official signatures. It was decided that the Committee on Ministry was best qualified handle disbursements from the fund while Rod is gone especially in regards to confidentiality. Rod will talk to the committee about how best to handle pay outs.

Terry E moved and Wally seconded a motion that requests for assistance be honored only internally (members and friends) while Rod is away. The motion passed unanimously.

IV. Reports of Officers

A. President

B. Secretary

C. Treasurer

Danielle distributed the Treasurer's Report for April and accompanying pie chart.

Jim reminded the Board of the resolution made at the previous meeting regarding Committee Chairmen postings. The monthly Treasurer's Report (minus the pie chart) should be sent to Kerry for a link in weekly Connections.

Danielle pointed out that the Bookkeeper's Budget doesn't correspond to the Board's budget lines. Danielle suggested that the bookkeeper's budget lines may be for tax purposes. The decision made by some previous Board is not cast in stone.

Terry E proposed the Finance Committee's recommendation be aligned with the bookkeeper's. Danielle will ask Sue Speicher if she would like to work with the bookkeeper on getting this straightened out.

Jim recommended that we switch bookkeeper's at the end of the fiscal year.

VIII. New Business

A. Morris Farr has resigned as Chairman of the Finance Committee. Carol Hanrahan has declined the position. Sue Speicher was suggested. Danielle will ask her.

B. Request for office use in October (See below.)

VII. Ongoing Business

A. Adjustment of Budget if pledges fall short.

Right now we are \$9,412 (7%) short of meeting our goal.

Terry E pointed out that 10% of Budget is mandated Reserve.

Try again? Should we start cutting the Budget? Go forward and hope?

Rod proposed informing the Congregation weekly of pledge standing.

Wally felt no formal action was required. The Board decided to deal with problems as need arises. It was also pointed out that part of the money left to us in Roz Carroll's will could be used to plug the budget gap if needed.

Assets were enumerated and By-Laws referenced.

B. (Discretionary Fund previously discussed in V. B)

VI. Reports of Committees

A. Communications

What shall be the content of Weekly Connections? Who decides? Content should be at Terry Z's discretion. Terry E's recommendation: "if it serves a purpose."

Weekly communication is by e-mail and is intended for members and friends as it contains personal information. Monthly Connections should be more general as it is connected to the web site and outsiders read it.

Kerry Hales gets compliments for appearance of website.

John Faust is working on a test web site that would be more interactive.

B. Care Team

Some of the care teams are meeting to get to know each other. Lists are posted on the website. Cards are being prepared to hand out to team members. Karen Horton will have emergency forms to update next Sunday.

C. Membership

The Committee is reforming and plans to be more proactive. Terry E asked can new members pledge during the year. It was decided this was a good idea.

D. Social Action Beanbaggers need help! Terry E suggested service auctions, such as one week in a home.

E. Sunday Services

Rod is working on getting guest and internal speakers for Sundays while he is away. Some guest speakers may need hospitality. Rod will e-mail the list.

Office Use in October

Retired rector of St Steven's Episcopal church, Ben Somerville, would like rent the office for an Enneagram workshop, charging guests on Saturday October 9 for a Myers-Briggs-like personality inventory. Should we charge a flat rate or ask for 50% of the take. It was decided to sponsor the event to get around the insurance question. Decision about how much to charge was deferred.

Margaret Carlstrom proposed the UUCSEA adopt the stretch on AZ 90 just before the speed limit sign as an advertisement for the church. The Board decided to have the Carlstroms investigate further before making a decision.

Adjournment

The meeting was adjourned at 2:40

Submitted by T. Zapotocky

MINUTES OF THE 06/27/10 UUCSEA BOARD MEETING

Members present were Terry Zapotocky, Pamela Lee, Danielle Koester, Suzanne Stoffolano, Wally Hoggatt, and Jim Horton.

Terry Erickson and Rod Richards were absent. There were no guests.

I. OPENING:

Terry Z opened the meeting at 1:02 A quorum being on hand, we began by reading together our Mission Statement and Covenant.

II. AGENDA: Copies of the Agenda were distributed and were accepted with the addition of Pledge Campaign under Ongoing Business.

III. Minutes

Minutes from the 04/25/10 and 05/23/10 meetings were perused, and minor corrections were made. Wally moved and Danielle seconded a motion to accept both minutes with the corrections. The motion passed unanimously.

Reports of Officers

A. President, Terry Zapotocky expressed appreciation to the retiring members of the Board: Jim Horton, Terry Erickson, and Pamela Lee.

She also reiterated the vacancy in for the chair of the Finance committee.

B. Secretary Pamela Lee had nothing to report.

C. Treasurer Danielle Koester distributed the May Treasurer's Report. She indicated we were a bit behind but still "okay" financially. A few members have increased their pledges, but we are still short. Of the \$9,000 that could have been taken from the Reserve Fund this fiscal year, only \$4,000 has been taken. There is still a positive balance in the checking account.

Terry noted that Rod did sign some checks for the Discretionary Fund, and these were given to Max Frye, for Committee on Ministry to distribute to only members and friends while Rod is on sabbatical.

May attendance was only slightly below average.

Regarding the bookkeeper issue, Jim commented that the Internal Audit bypasses the bookkeeper's record-keeping and concentrates on bank statements and Treasurer's records. Thus, there is no compelling need to have the bookkeeper's lines in agreement.

The decision was made to retain the present bookkeeper for now.

V. Report of Minister

Rod Richards being on Sabbatical, there was no minister's report.

Reports of Committees

A. Communications

A new Chairman is need to replace Debra.Hoyle

John Faust's name was suggested, but he is no longer a member.

The web page John is proposing would be more inter-active.

B. Care Team (Nothing new to report).

C. Membership

Molly Anderson has agreed to chair the committee.

D. Social Action

Rouanna Garden has agreed to chair the Committee with Tricia Gerrodette handling financial matters.

E. Sunday Services

Arrangements for services during Rod's absence are complete.

F. Finance Committee

Several names were proposed to chair the Committee: Dave Weigel, David Groberg, and Jerry Fitzmaurice.

G. Social Activities

This Committee also needs a chairperson. A number of names were suggested: Josh Halterman, Jessica Ohle, and Virginia Farrar.

VII. Ongoing Business

A. Terry Z reported that all the Minutes have now been converted to PDF sent to Kerry Hales for posting on the website.

B. Terry said someone came up to her a few weeks ago and said they were in charge of the pledge campaign for next year but she doesn't remember who it was. She will ask Joyce Carpenter if she knows..

VIII. New Business

A. School Lease

Danielle reported the new lease has been signed with Bella Vista. We are okay to continue at Bella Vista Elementary, but the school may not have room for us next year. (We still do not have a lease for the office.) The Board informally agreed for Terry and Suzanne to look for a new church/office location.

B. Revisions of Policy/Procedure Guidelines

Copies of the proposed revisions for the Finance Committee policy # F200 and the Committee on Ministry GA 109 were distributed. These policies were revised to cross reference them with F201 Budget policy for the Minister that had been approved on 4/25/10. Danielle moved and Wally seconded a motion to accept two revised policies as presented. The motion passed unanimously.

Adjourn

Suzanne moved and Jim seconded a motion to adjourn. The meeting adjourned at exactly 2:00PM.

Respectively submitted,

Pamela Lee, Secretary

UUCSEA Board minutes 07/02/10

Meeting started at 6PM.

In attendance: Terry Zapatoky, Terry Erikson, Debrah Hoyle, Jim Horton, Rev. Rod Richards, Danielle Mackenzie, Suzanne Stoffolano, Wally Hoggatt and Sharon Travis.

Mission Statement and Covenant were read by all.

Minutes 6/14/09 moved to accept and adopted Review and definition of conflict of interest
Rev. Rod Richards submitted upcoming service schedule

Shared music directors letter of agreement

Discussed forming sabbatical team

Donation from Quentin Shenk in memory of Lynn Eley to go into General Fund

Church phone # will become office #

Danielle Mackenzie confirmed as Treasurer

Differed Treasures report until next month

Outgoing treasurer should be present at 1st meeting

Bookkeeper will continue to write checks

Discussed concern as to where and how to house financial documents that don't fit into deposit box

Terry Erikson suggests Rev. R. Richards to include how much of discretionary fund is used

monthly

Danielle Mackenzie will send out pledge reminders

Karen Horton of the CareTeam is deciding when to put and take people of Care list.

Jim Horton moved to approve SEAGO for donations from Social Action Ministry for SEAGO'S senior meal voucher program and their delivered home mealsprogram.

Jim Horton moved to accept the content of the U.U. Church of Tucson's Liability Waiver as the form we will use for our congregation. Accepted.

Extra money for speakers requested by Rod differed until next month

Terry Erikson nominated as Vice President . Accepted

Deborah Hoyle will follow up on error in advertisement in the Herald and look into placing advertising in other papers.

Danielle Mackenzie submitted a funding proposal for Welcoming Congregation

Committee. Wally Hoggatt amended the original motion to fund the total amount needed to only \$500 and for the rest of the funding to be approved by the congregation in 60 days at a congregational meeting.

Meeting adjourned

Submitted by Susan Stoffolano