

## HUU BOARD MEETING MINUTES

**October 13th, 2013**

***In attendance: Rich, Les, Grayson, Paul, Gabriela, Linda, Tom***

ITEM	DISCUSSION	ACTION	ACCOUNTABILITY
Chalice Lighting, Appointment of Scribe		Gabriela – Scribe	
Congregational Feedback	<p>Tom repeated the need for a coordinator to follow up with fellowship activities and Caring Circle outreach; people are slipping through the cracks. More discussion is needed.</p> <p>New programmable thermostats are currently on order for heating / cooling system. Current thermostats do not work properly and must be adjusted manually.</p>	<p>The Board needs to discuss the most effective way to fill the position.</p> <p>Building &amp; Grounds to follow up on thermostats and schedule installation when available.</p>	<p>Board</p> <p>Rick</p>
Approval of minutes	Final draft sent to board via e-mail Oct. 9 <sup>th</sup> , 2013.	Minutes approved by e-mail.	
Review of Agenda	Approved without change by all present.		
Actions Taken since Last Meeting	None		
Treasurer's Report	<p>Rich presented current financial report. All of the bills have been paid for installation of a/c system and these total \$29,268.00.</p> <p>Rich proposed creating an emergency discretionary fund that could be used to meet various needs that arise in the congregation. Disbursements from this general fund would require prior board approval.</p>	<p>Maintenance costs for heating / cooling should be listed somewhere in general budget.</p> <p>Rich to draft a policy for the board to review at its next meeting.</p>	<p>Rich</p> <p>Rich</p>

Old Business			
Building Rental Policy	Rich prepared a rental agreement form and rent schedule for groups wishing to use the HUU building. Board discussion of rental rates and the purpose of renting out the building, with agreement that articulating a policy is a good first step.	Board retains discretion to reduce rates for non-profits. Language will be strengthened regarding rates and board will take this up again at the November meeting.	Rich
Building & Grounds: Action on Trees	<p>Virginia Dominion received HUU's request for remuneration over damage sustained to the parking area during power installation as well as for removal of excavated dirt which crews dumped in the field.</p> <p>Following Town Hall discussion, recommendation of congregation was to prune trees now, but treat later.</p> <p>The congregation also supports planting some new trees to replace ash trees in the long term.</p> <p>Motion by Tom to move forward with tree trimming and authorize Rick to make decisions and schedule service. Motion seconded by Linda.</p>	<p>Dominion may pay some amount to remove dirt that was dumped in field &amp; to repair parking area.</p> <p>Paul had solicited a quote for a variety of actions on the trees prior to the Town Hall meeting. The Board discussed the cost of only pruning them, which is roughly \$2,500. We would like Rick to obtain two more quotes, then proceed.</p> <p>Identify species of trees and locations to plant them. Place item in e-news soliciting help from interested parties.</p> <p>Motion carried; board voted to authorize trimming. Paul will discuss with Rick.</p>	<p>Paul, Rick</p> <p>Paul, Rick</p> <p>Claire</p> <p>Rick, Paul, other interested members</p>
Use of China Dishes	No one can find any reference in board minutes to use of china dishes versus paper products. Discussion of what to do at this point and whether to purchase paper supplies. Consensus that since dishes were purchased, they may as well be in use.		

	Paul moved that board encourage congregation to use the dishes, but keep a small supply of paper products on hand, to be made available upon request. Grayson seconded, and board approved.	Motion carried; Claire to update notice in the e-news and to resupply the paper products cabinet.	Claire
Safe Congregations Policy	Linda and Grayson reviewed the new safe congregations policy document. They presented their recommendations concerning language in the document. Copies were passed out for board review.	CYCORE committee needs to review document and make any final recommendations; board will then move forward with final decision. Les to forward revised document electronically to the CYCORE committee for revision; board will revisit it in November.	Les; CYCORE
Communication with Committees	<p>Given that there are 12 committees, how can the 7-member board stay in touch with everyone's needs and learn what they are doing in committee? Discussion re: how often board needs to hear reports from committees and whether committee chairs need to actually attend board meetings.</p> <p>Consensus that personal contact is preferable to written committee reports. Board identified a liaison to interact with each committee: Adult RE (Linda), Buildings &amp; Grounds (Les), Caring (Paul), Covenant Groups (Grayson), CYCORE (Gabriela), Finance (Rich), Info Mgmt (Grayson), Membership (Linda), Personnel (Rich), Shared Ministry (Tom), Social Justice (Paul), and Sunday Services (Les).</p>	<p>Committee chairs may request a meeting with the board when a need arises and should communicate with Les in advance of meeting to get on the agenda.</p> <p>Linda to prepare some recommendations for board communication with liaisons. Board liaisons to contact their individual committee chairs and let them know we are available and want to support their efforts.</p>	<p>Les</p> <p>Linda; HUU Board</p>
New Business			
Growing Together Series	In past years, Growing Together was a series meeting 1 <sup>st</sup> and 4 <sup>th</sup> Sundays at 9:00 a.m. Meetings were being led on alternating dates by the Welcoming Congregation and Social Justices	This series is not currently running, so we will table this item for now until other identified needs can be addressed.	

	committees.		
Reconstitution of Shared Ministry Team	<p>Overall ministry leadership is centrally important to the functioning of a lay-led church. This team was led by Bernie and needs revitalization. The board needs to better understand its needs, functions.</p> <p>What do we want a shared ministry team to be and how do we support it? HUU needs to identify many sources for ministry and religious leadership.</p>	<p>The board was referred to a charter document on the HUU website describing the purpose and function of shared ministry.</p> <p>Board to review posted documents and will meet to discuss this further next Sunday, Oct. 20<sup>th</sup> at noon. We will also address where we should proceed from here with regard to the direction of the congregation.</p>	<p>HUU Board</p> <p>HUU Board</p>