

**Harrisonburg Unitarian Universalist Church
Board of Trustees Meeting**

Minutes

Date: December 11, 2016

Time: 12:00 -1:45 P.M.

Place: Board Room HUU

Present: **Grayson Sless, Moderator**
 Rich Sider, Treasurer
 Shirley Vasy, Secretary
 Richard Wolf, Moderator-in-Training
 Rebecca Harris, Board Member
 Jennifer Perry, Board Member
 Wonshe', Congregational Life Coordinator

Absent: None

Call to Order: The Meeting was called to order at 12:00 Noon by Grayson Sless, Moderator

Reflection: A moment of reflection and reading of the HUU Mission

Approval of Minutes: The Minutes were approved with two corrections.

Agenda: Approved as presented

Documents distributed prior to meeting for review by Board Members:

- November YTD Budget
- October Board Meeting Minutes
- Proposed 2017/2018 Budget Process
- Goals and Aspirations for 2017

Ongoing Items:

Wonshe' CLC Updates:

1. Wonshe' reported Crystal Tolbert, Administrative Assistant, had her Orientation on December 5, 2016 and started work on December 6, 2016. Wonshe' reported that she was very pleased with her grasp of the duties and office skills.
2. AD(Administrative Assistant) office hours have been set. See Bulletin
3. Wonshe' asked Board input on changing the listing of the Board Members in order to save space for announcements. She was instructed to proceed with a format.

4. HUU Fundraiser. Jim Scott will give a Pete Seeger Concert on January 6, 2017 at HUU with tickets prices to range from \$12.00 to \$20.00. He will receive the first \$300.00 for his performance. HUU will receive 75% of the proceeds exceeding \$300.00. It will be well promoted.
5. Wonshe' would like funds for purchasing gift cards for staff. Rich asked her to send the cost estimate for Grayson and him to review.

Old Business

1. The Board approved with regret, the resignation of Trudy Cole from the Board.
2. There will be Church Services on Christmas Eve, Christmas Day and Winter Solstice.

New Business:

1. Grayson moved to change Office Administrator to Administrative Assistant, second seconded by Rebecca Harris. Passed: Unanimous.
2. A HUU Service will be held on December 24th and Sunday, December 25. Also, a Winter Solstice Service on December 21.
3. Safe Church Committee. Childcare volunteers will follow the Safe Church Guidelines. Each volunteer will have to fill out Social Services Form and have a Criminal Background check. The final process goal will be to put SC Guide Lines in HUU Manual. Childcare activities outside HUU Sunday Services have not been resolved. One suggestion was for the new Nursery hire be on call for such events.
4. Building and Grounds. Rick Bowman fixed the leak in the bathroom.
5. Piano. Board agreed that the suggestion to put something on the back of the piano was an item we would not pursue at this time. Rebecca reported that the piano area was going to be changed to accommodate the Choir performances.
6. Worship Committee. Rebecca presented a handout of the **Tasks and Board Support** for the Worship Committee. As the spiritual leaders of the congregation, WC would like monetary support for professional development in **spiritual leadership**. Grayson- develop a plan for Wonshe' to help Appreciative Survey for the WC. Richard asked about the WC liaison person after Rebecca goes off the Board. Discussion followed concerning not only the WC, but all the committees with one suggestion being the chairs of the committees acting as the Board liaison. Rebecca: The January 12, 2017, WC meeting more ideas for Wonshe' to be more involved in WC.
7. Appreciation for the Membership Committee's December 7, 2016, meeting. There were twelve (12) attendees, including a new church attendee.

8. Rich presented the budget process (handout) leading up to approval of the 2016-2017 budget at the Annual Meeting in May. The Board will have a short meeting on May 7, 2016 to approve the Budget in order to comply with the 10 day notice.

Board Retreat

Jennifer and Grayson were thanked for compiling the **HUU Board Goals and Aspirations for 2017** from the October Board Retreat.

Growth

1. A wide-ranging discussion ensued about moving forward in the spring with a proposal to hire a Developmental Minister by the fall of 2018.
2. **Action:** Rich will put together a proposal to present to the Board at our January 2017 meeting which will include the issues discussed; such as, pros/cons, budget, resources, ID of stakeholders and time line for presentation to and vote by the HUU Congregation.

Aspirations

1. Complete HUU Church Manual, including where to make it available to the Congregation.
2. Various ways to improve communication.
3. Clarify Church rental policy, post in Manual and on the Website.
4. Clarify Board Policy for posting announcement in E-News.
5. Implement Safe Church Policy
6. Update Bylaws.
7. Organize more Church socials, events and congregation activities like the choir.
8. Church will buy some large print –hymnals.

Adjournment

The meeting was adjourned at 1:45 PM.

Respectfully Submitted by
Shirley Vasy, Secretary