

HUU BOARD MEETING MINUTES
Held at HUU
March 10, 2013

ITEM	DISCUSSION	ACTION	ACCOUNTABILITY
Chalice Lighting, Appointment of Scribe, Check-In	Board members present: Tom Endress, Les Grady, Ralph Grove, Paul Revell, Jenn Spiller (Moderator)	Scribe volunteer	Jennifer Spiller
Review of Agenda		No changes to agenda	
Nominating Comm. Report	Grayson Sless reported that the committee has a slate of officers.	Schedule a Board meeting for April 14 to receive slate from Nominating Committee and budget from Finance	Jenn
Buildings and Grounds Committee Report on Air Conditioning	Charlie Strickler, at the request of the Board, contacted two HVAC contractors to get estimates for air conditioning the main building: Excel Heating and Cooling (Harrisonburg) and Mountain Valley Home Comfort (New Market). Excel was recommended by Charles Hendricks of the Gaines Group, local architects who do energy efficient designs. Mountain Valley installed the HVAC system in Charlie's house. The proposals were for mini-split systems in both the meeting room and the back area. Mountain Valley also proposed using a regular heat pump in the back area with the existing duct work. The relative merits of the two proposals were discussed. Because there were significant differences between the proposals Charlie was asked to go back to the contractors for clarification and to ask Excel to price a regular heat pump for the back area.	Les Grady moved that we move forward on air conditioning the main building with the money to come from the General Fund Reserve. Included in the motion was a charge to Charlie Strickler to obtain firm quotes from the HVAC contractors that can be compared. Tom Endress seconded. The motion carried unanimously. Charlie was charged to ask the HVAC contractors to propose replacing the existing furnace in the back area with a heat pump. Also ask them to price upgrading the duct work and make recommendations about upgrading the electrical service. Obtain firm estimates from both.	Charlie Strickler Les Grady
Buildings and Grounds Committee Report on Sound System	Charlie Strickler has been working with Owen Burkholder (540-700-3500) to determine what can be done with the sound system to make it reliable. He reported on his activities. After discussion the Board decided that we needed an "adequate" and simple sound system with one wireless lapel mic	Jenn moved to authorize Charlie to get a quote for a sound system of the type discussed. Ralph seconded. The motion carried unanimously.	Charlie Strickler Les Grady

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	and two wireless "snowcone" mics that can be passed to the congregation during Conversation, etc. The system should also have four ceiling speakers and one in the office. The speaker in the nursery will be retained.		
Treasurer's Report	Ralph distributed "Statement of Financial Position" as of Feb. 28, 2013. Spending to date is about \$5,000 under budget. HUU is in a sound financial position.		
Treasurer's Report	There has been no spending on pastoral care this year. Perhaps people don't know that this is available if the need it.	Something might be placed on the back of the Sunday Order of Service telling who the contact is.	??
Authorization for Accounts	Ralph stated that the following people have access to our accounts in ICON: Claire, Membership and accounting records. Sarah Cheverton, read-only access to Membership for the directory. Judith Hollowood, Membership. Pat Geary, read-only access to Membership. Ralph Grove is System Administrator and has access to everything.	Remove Judith Hollowood's access to membership. Grant David Lane access to membership. We need a back-up system administrator. Need to appoint someone.	Ralph Grove
Signatories for our bank accounts	Ralph Grove, Nancy Endress, Paul Revell	Paul needs to sign signature card at bank.	Paul Revell
Safe Congregations Policy	Discussed the draft Safe Congregations document prepared by CYCORE. The policy document needs minor editing. The "two adults rule" needs to be added to the document. Once the policy is adopted by the Board we will need to appoint a sexual abuse response team. All RE workers and volunteers should be asked to sign the policy indicating that they have read it.	Questions for CYCORE: How far do we want to go on background checks? What written policies do we currently have in place? Do we have a Policy and Procedures Manual for CRE? Les will meet with CYCORE and discuss these issues.	Les Grady
CYCORE Report	The report was presented by Jenn.		
Buildings and Grounds	Paul reported that he has information about the ash trees that he has given to Merle Wenger. Merle is seeing to snow removal this winter.		
Communication	Les has asked David Lane to form a committee	Ralph asked that he and future	Les Grady

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Committee	including Pat Geary and Claire to coordinate communication within HUU. David agreed and stated that he preferred to name it the Information Management Group.	Treasurers be a part of the group.	
Stocking of Supplies	Discussed the stocking of office and kitchen supplies. Paul suggested that Claire handle this and all agreed that that was acceptable.		
Old Business	None		
New Business	None		

Compiled by Les Grady from notes by Jenn Spiller and Les. Minutes submitted by Les Grady, 5/10/2013. Approved by the Board, 5/12/2013.