

Monday, September 9, 2019

UUCS Board of Directors Meeting- Approved 9/19/19 by the Executive Committee

Attending

Benjahmin Boschee
Lynn Cardiff
John Prohodsky
Jack Tally
Robin LaMonte
Janet Stevens
Christine Ertl
Steve Ovens
Julie Warncke
Beth Anne Huffine
Rick Davis
Craig Rowland
Lorna Youngs

The meeting was called to order at 5:40p.m.

Chalice Lighting

Housekeeping

New Agenda Items:

Financial snapshot

Policy on Meeting schedules

Thank you notes were sent around for John Davenport, for all the work he has done and repairing the hole in the back wall of the sanctuary, and for Tom Lancefield – for all the years of work he has helped with so many things at UUCS.

Board Action

Approving Jo for a UUCS Credit Card

Explanation. Board minutes need to state the approval and the approved amount (\$5,000). When a congregational administrator is hired, that individual will oversee purchases. Limits and procedures will be forthcoming. Lorna offered that the Finance Team could write these as it falls under that team's purview.

Christine moved and it was seconded that the Board approve for Jordynn Sweeney, Office Assistant, to receive a credit card from Pioneer Trust for making purchases for UUCS with a credit limit not to exceed \$5,000. The motion passed unanimously.

Website Information and Privacy Policy (Communications Team)

Christine moved and it was seconded that the Board approve the Website Information and Privacy Policy. The motion passed unanimously.

Lynn will let the communications team know their policy was approved

“Proposed amendment to the Finance Policy Resolutions”

Lorna explained the changes being made. Codifying into policy what has been past practice.

Janet moved and it was seconded to amend Section I. B. of the UUCS Finance Policy and Procedures as recommended. The motion passed unanimously.

The following Separate Resolution was discussed briefly. To be clear this does (and needs to) include specific names of individuals.

Christine moved and it was seconded to approve Benjamin Boschee, Board Chair, Lynn Cardiff, Past Board Chair, and John Prohodsky as signers on the UUCS Pioneer Trust Checking Account. The motion passed unanimously.

Safekeeping Resolution

Makes it easier to handle donations of stocks. Relates to updating of the Patriot Act. Account needs to be opened in a person’s name and minutes need to reflect that they have been approved.

Janet moved and it was seconded to approve the resolution to make use of the safekeeping facilities of Pioneer Trust Bank, N.A. (“Bank”) and directing and empowering the Treasurer, John Prohodsky, and his successors to sign Bank’s Safekeeping Agreement and other forms as the Bank may require to designate accounts of this Foundation that Bank may charge or credit in connection with safekeeping transactions or the sale or purchase of securities; and to designate person who may deposit, withdraw, buy, sell and otherwise deal with property of this Foundation pursuant to said agreement.

Resolved further, that the duties and responsibilities of this Foundation and Bank with respect to safekeeping transactions shall be governed by Bank’s Safekeeping agreement.

Resolved further, that Bank is authorized to act upon this resolution until written notice of its revocation is delivered to Bank.

The motion passed unanimously.

Sell Authorization Resolution

This expedites the selling of stocks donated to the congregation

Julie moved and it was seconded to authorize Pioneer Trust Bank to liquidate securities gifted to the Foundation without seeking additional authorization from the Foundation

Foundation is requesting that Bank initiate the transaction for the Foundation’s account and risk, subject to the rules and regulations of the exchange where the security is listed. It is further understood:

- That Bank will initiate the transaction as soon as administratively feasible;*
- That Bank can employ brokers to facilitate this transaction for the Foundation;*
- Any brokers used are hereby agreed to be Foundation’s brokers, acting as Foundation’s agents, and to receive from Bank for Foundation’s account the customary commission;*
- That Bank shall have no authority or responsibility to determine the appropriateness of initiating the transaction.*
- That Bank has made no recommendation or representation to the Foundation as to the legality, validity or value of said securities, or the underlying security; and,*
- That Bank assumes no liability or responsibility for acts of any broker or dealer executing this order, or for any delay, failure or other miscarriage connected with this transaction.*

The motion passed unanimously.

Organization Resolution re: Vanguard Accounts

Janet moved and it was seconded to approve the Organization Resolution authorizing Paul T. Manka and John M. Prohodsky to manage UUCS's Vanguard brokerage account and/or mutual funds. Paul T. Manka is authorized to have electronic access to the Vanguard accounts.

The motion passed unanimously.

Policy on Team and Committee Meeting Scheduling

Christine moved and it was seconded that the policy on Team Meeting and Scheduling be approved. There was discussion. The motion passed unanimously.

It was recommended that we have a Board Calendar to keep track of these items that need to be voted on regularly/yearly.

Snapshot

Robin presented the Snapshot view of the budget she and others have been working on. This is not to replace the Treasurers report but to make it easier for Board to make decisions and get a clearer picture of what funds are available. Is this of value to the Board? Hopefully it will help prompt the Board to ask questions about how funds are being used.

Several board members agreed this is very helpful to those who have difficulty understanding the in-depth Treasurers report.

In the Treasurer's Report the Treasurer tries to put into a narrative those items he views as important for the Board to pay particular attention to.

Christine moved and it was seconded to approve the Treasurer's Report Snapshot format. The motion passed unanimously.

Personnel Matters

Board moved into executive session to discuss personnel matters. Items discussed included Congregational Administrator and Music Director positions.

Regular Reports

Treasurer's Report

Preliminary copy. Does not include a copy of the balance sheet.

Will need to submit an adjusted June report. It was mentioned that funds available should be shared with the different teams (RE funds availability). Suggested this be taken to the Finance Team since it is their role to communicate this information with different teams. Also mentioned that teams can ask for this information, teams can look online at Treasurer's Report and see what they have available and they can also track their own spending and be aware of their balance. It was proposed that the balance available be added to the Snapshot format. Teams can be given the Snapshot. There are reports that Valerie (our bookkeeper) can run when requested.

Robin will modify Snapshot to show the current balance on budgeted funds.

John is working to get the updated reports for June, July and August by the Executive Committee meeting. It was suggested that the Board receive the most current report available, even if it is for a previous month, enough in advance of the Board meeting so that members have time to read it over ahead of the meeting.

No facilities report because Lynn was the only one at the meeting for a variety of reasons.

Robin moved and it was seconded that we acknowledge receipt of the regular reports. The motion passed unanimously.

Consent Agenda

August Meeting Minutes

Janet moved and it was seconded that we accept the August Meeting Minutes as is. The motion passed unanimously.

Assignments and Upcoming Events

Executive Committee will meet next Wednesday September 18.

Next retreat will be September 23

Robin will share a reading for the chalice lighting at the next Board meeting.

The chalice was extinguished and the meeting was adjourned at 7:44.