

OUIF BOARD MEETING MINUTES
May 27, 2017

Present: Jean Stratton, Ron Corrado, Vicki Sensiba, Sylvia Watkins-Castillo, Kathi Gunn, Nick Dante, Elaine Webber, Rose Prestipino

1. CHALICE LIT AT 11:02 a.m.
2. AGENDA: Moved, amended and adopted.
3. SECRETARY'S REPORT: Moved and adopted.
4. TREASURER'S REPORT: Moved and adopted. Key information and decision points below:
 - a. Status Summary: Overall we are in "good shape."
 - i. At 120% of anticipated income. Largely due to large pledges coming in early, so income may go down.
 - ii. Slightly down on Sunday collection.
 - iii. At 72% of anticipated income.
 - iv. Assets at approximately \$74,000, including reserve fund.
 - b. Decision points stemming from financial review done by Seri Mylchreest:
 - i. Moved and adopted: All checks of \$500 or more will require two signatures. (Note: Additional Board members, including Jean Stratton, will complete signature cards to facilitate this.)
 - ii. Moved and adopted: All recurring monthly payments will be paid on line whenever possible. If electronic payment is not possible, only one signature will be required.
 - iii. Processing payroll: TABLED
 - iv. Off-site (cloud) storage of financial records: TABLED
 - c. Question: Per financial review recommendation, monthly financial report included list of checks issued during the past month.
 - i. Kathi Gunn noticed disparities in amount of travel reimbursement paid to speakers. Speakers are to be paid government rate, which is currently 55 cents/mile. Amounts paid cannot be explained using this criterion.
 - ii. Elaine Webber agreed to address this issue with Sunday Services Committee and report back to Board.
5. COORDINATORS REPORT:
 - a. Catharine is proposing to reduce her hours by 13 per month. This would enable us to hire a part-time social media person, who would be responsible for the newsletter, announcements, photos, calendar, Facebook, and other duties as assigned.
 - b. After discussion, it was moved and adopted to hire a social media person with the following parameters:

- i. Person hired will be an employee, not an independent contractor, as work must be done weekly, according to our schedule.
- ii. Person will be authorized to work 5 hrs/week, with a salary not to exceed \$25/hour. (Note: Initial proposal was for \$16/hour, but Board is giving Catharine flexibility to negotiate salary as necessary.)
- iii. When person is hired, Catharine will be allowed one month at her existing number of hours to provide training and overlap.

6. COMMITTEE REPORTS:

a. Membership:

- i. Moved and adopted to remove Sandra and Larry Howard from our membership list.
- ii. Rose Prestipino will be serving the remainder of Andrew Fransone's term as a Board of Trustees Member-at-Large. Welcome, Rose!

b. Aesthetic Committee:

- i. Joyce Estep would like to decorate the sanctuary with pictures by an artist who is interested in selling her work, and who wishes to put price tags on the pictures.
- ii. After discussion, Board agreed that pictures should be displayed without price tags, but that we will be happy to post a small information sheet with contact information, or allow the artist to leave business cards, so that interested parties may contact her.
- iii. Joyce should ensure that the artist signs a release for loss or damage of the work.

7. OLD BUSINESS: None

8. NEW BUSINESS

- a. Sandy Goodwick has volunteered to serve as the on-line delegate for the June General Assembly. OUUF will pay her registration fee.
- b. Azella has requested a monthly stipend of \$25 to cover kitchen expenses.
 - i. Noted that we already have a budget for kitchen items.
 - ii. Catharine will talk with Azella, and advise her that we will not provide an upfront payment, but will reimburse her (or others) for whatever receipts are provided. Purchasers will be encouraged to make use of the discounted rates offered by Office Depot.

9. CHALICE EXTINGUISHED AT: 12:57 p.m.