

OUUF BOARD MEETING MINUTES
June 25, 2017

Present: Jean Stratton, Ron Corrado (Part of Meeting), Vicki Sensiba, Sylvia Watkins-Castillo, Nick Dante, Elaine Webber, Rose Prestipino, Catharine Covert

Absent: Kathi Gunn

Guests: Pat MacRobbie, Tommie Schwent

1. CHALICE LIT AT 9:00 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:
 - a. Status Summary:
 - i. Overall we are still in "good shape," with income exceeding expectations and expenses lagging behind. This provides us with flexibility to fund some additional projects or other items.
 - ii. Jean is now a signatory on the checking account.
 - b. Ameritrade Account
 - i. Elaine Webber expressed concern that current investments are in vulnerable stocks and are too risky. Elaine proposes moving them to more secure and appropriate investments.
 - ii. Before this can be done, Elaine will need to have signatory authority on the account, which must be granted by current signatory, Micki Vail, who is ill.
 - iii. Board agreed that Jean would contact Micki as soon as feasible to arrange for authorization to take place.
 - c. Other Issues
 - i. Processing payroll: TABLED UNTIL JULY
 - ii. Off-site (cloud) storage of financial records: TABLED
5. COORDINATORS REPORT:
 - a. Social Media Editor: Position description approved with one small change. Catharine and Elaine will conduct interviews and make hiring decision. Vicki will be available if assistance is required.
 - b. Studio Cleaning
 - i. Current staff will be asked to ensure minimal cleaning is done after every class, e.g., wiping surfaces.

- ii. Jean will prepare “punch list” and current cleaners will be asked if they’re interested in doing this cleaning once a month for \$40. Deep cleaning will be done as necessary.
 - iii. Jean is allocating funds from her president’s discretionary fund to cover books and baskets for the toys.
- c. Additional Hours for Administrative Coordinator (and Children’s Program Director)
 - i. Moved and approved to provide both positions an additional 20 hours for the year. These hours can be used at discretion of employee.
 - ii. When hours are used, time sheet submission must provide brief explanation of work done.
 - iii. Employees are not to work unpaid hours.
- d. Pump House Repairs: Catharine will contact Bob Pasco about doing repairs, fixing/ the leaky faucet, and painting. Final decision will then be made. TABLED
- e. Signs and Banners: After discussion, it was agreed that more information is needed to make a decision. Elaine and Catharine will gather additional information for discussion at the July meeting. TABLED UNTIL JULY
- f. Library Book Labels: Moved and approved to purchase printed mailing labels for our 500 books. This is first stage in utilizing our library. Wednesday Afternoon Women has agreed to put labels on the books.

6. COMMITTEE REPORTS:

- a. Membership:
 - i. Moved and approved to remove Christina Fransone from our membership and friend list.
- b. Building & Grounds Committee: Pat and Tommie attended to discuss issues of importance.
 - i. As immediate problem, faucet in pump room needs repair, and ideally, moving outside. Rose believes her friend Lou can do this work. If not, a person who can make repair will be found and hired.
 - ii. On-Going Maintenance: Current “work party” days are not sufficient, and a better method is needed. Several options suggested, and while no final decision has yet been made, Board tends to believe a commercial landscaper or lawn service is best option. TABLED UNTIL JULY
 - iii. New project list was provided, including edging along new entrance road and landscaping new entry and providing signage. No final decision made, but Board is looking at commercial landscaper. Elaine knows someone who will provide free plan and estimate. TABLED UNTIL JULY
- c. Sunday Services: Elaine says committee is still looking at reimbursement for speakers and their associated travel. She will have a report for the Board at the next meeting. TABLED UNTIL JULY

7. OLD BUSINESS Covered under “Coordinator’s Report.”

8. NEW BUSINESS

a. 2018 Pledge Campaign TABLED

b. Low Numbers of Children: Jean will talk with Sarah Tucker about her ideas as to why this is happening. She'll also ask her to make some touch-base calls, and advise if any other follow-up is needed.

9. CHALICE EXTINGUISHED AT: 10:30 a.m.