

Minutes, UUFLG Board of Trustees Meeting, July 12, 2018

This meeting of the UUFLG Board of Trustees was called to order at 7:06 p.m. at UUFLG.

Present:

Linda Osborne (president)	Ann Campbell (proxy treasurer)
Karen O'Brien (vice president)	Ron Kirkland (trustee at large)
Lynn Golbetz (secretary)	Edy Young

The board approved the minutes for the May 10, 2018, meeting.

RE

The board briefly discussed procedures for background checks for RE volunteers. This is still on Sarah's list.

Minister and Staff

The question was raised as to whether Rev. Fa Jun wants to have a Committee on Ministry. Lynn will check with him on this.

Board members agreed to look for candidates for a personnel review committee (one member should be a trustee).

Strategic Plan

The board reviewed which committees have not yet submitted reports on their structure and mandates. Ann will send Lynn something about Caring; Connections probably does not have a statement yet; and Green Sanctuary is not a standing committee, but a subcommittee of Social Action.

Edy raised various issues regarding the mandates of the committees, especially Building and Grounds. She noted that the committees originally received mandates from the board, but questions whether anyone knows what they are any more. Building and Grounds may need to become multiple committees (e.g., maintenance, design, long-term planning). At present Green Sanctuary is handling the grounds. Edy requests the board to decide who does what.

Ron offered to do a walk-through on what needs doing, the best times to do it, etc., but needs a scribe to record his thoughts.

The board concurred that the mandates, structure, and interaction of the committees need to be discussed more thoroughly. This needs to be an agenda item for the September leadership retreat.

Green Sanctuary

By email as of June 18, the board approved the disbursement of \$350 to the Green Sanctuary Committee for an energy audit.

Finance

The Center for Spiritual Living will be ending its rental as of the end of July due to shrinking numbers. The Humanist Society may be interested; it needs to know how early on Sundays it could arrive. We could move the cleaning to another day as long as the society doesn't mind if the facility is not cleaned immediately before its meeting.

The Finance Committee is considering what the minimum operating reserve should be. The UUA at one time advised congregations to put aside 4.5% of their income for long-term needs.

Building and Grounds

Edy presented the results of the energy audit. It resulted in three major recommendations (parentheses indicate related issues not called out by the audit):

1. Weatherstrip all doors. (The doors also need refinishing; the lights around them are single-pane; and the front door needs adjusting.)
2. Change foyer ceiling lights to lower-energy LEDs. (The current lamps also are not installed to code. We could also replace the light shades...and replace the trim...and remove the popcorn...and add more lights.)
3. The louver windows are leaky; should replace them all, including those in the cupola. (The building is designed to circulate air through the cupola, however.)

We are expecting more information once we can provide the auditor with our PG&E bills to analyze. This is part of the audit, so we will not be paying for it until that piece is complete. However, someone has to contact PG&E to reset our password. Ann will look into this.

It was noted that PG&E will assist with before-and-after energy use measurement to assess the earning of rebates.

On a separate topic, Edy noted that the new janitors have not been doing a good job.

Governance

Lynn will become the co-manager of the board email group; Ann will show her what to do.

The meeting was adjourned at 8:48 p.m. The next meeting of the board will be held at 7:00 on Thursday, August 9, at UUFLG.

Respectfully submitted,
Lynn Golbetz (Secretary)

Motions Approved (by email prior to meeting)

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Action Items

Ann	Look into resetting PG&E password
Lynn	Ask Rev. Fa Jun if he feels the need for a Committee on Ministry Print out/circulate committee structure/mandate reports Review remaining policies and circulate one or two each month with proposed updates Review bylaws to ascertain if any other amendments would be useful
Lynn & Sarah	Look at/revise RE portions of safe congregation policy
Ron	Check with Building & Grounds on allocating some bulletin board space for members to advertise their skills/services
Sarah	Prepare draft of procedures for background checks Write up new policy on office use after service for Weekly Update Schedule semiannual parent meetings Encourage more current parents to join RE Committee