

Unitarian Universalist Congregation of Gwinnett
12 Bethesda Church Road, Lawrenceville, GA 30044

Board of Trustees Meeting

February 20, 2019 scheduled 7 to 9 PM

Attendance:

Present: Marcus Kabel, President; Terry Welsher (Zoom), Secretary; Ally Perras, At-Large; Nathalie Bigord, At-Large; Daniel Bailey, At-Large, Rev Jan Taddeo.

Absent: Bill Benshoof, Vice President

Quorum present: Yes

Guests: Steve Korthof, Kelsey Rice, Katrina Yurko, Heather Meador

Proceedings: Meeting called to order at 7:03 PM with opening words by Rev. Jan

Minutes for the January meeting were approved by e-mail on February 19 and uploaded to the BOT Google Drive.

Committee Reports: None

Current Discussions

Minister's Report – Rev. Jan's report is appended to this document. A few points were discussed in the meeting

- Larry Long has drafted a letter regarding a tree on neighboring property that need to come done. Letter would be signed by Marcus as President of the Board if the letter is deemed necessary.
- General Assembly (Spokane, WA) registration opens March 1. We are allowed 3 delegates based on the congregation membership plus minister and religious educator. Delegates can be on-site or off-site. We need to start talking this up in the congregation to encourage people to sign up.

Weekly Count Process - Marcus reminded everyone to sign up for counting using sign-up genius. One problem with this program is that no one gets an alert if no one has signed up for a given upcoming Sunday. Keeping eyes on the collection bowls after service is also important. After a recent service they were left unattended for a few minutes. In the past a "lock box" for temporary storage has been discussed. Rev Jan will follow-up.

Finance Committee – No report.

Treasurer Search – No change.

Focused Discussion I – Sewer/Septic

Kelsey Rice, Katrina Yurko and Steve Korthof summarized their research options to address the fact that our current septic tank does not meet code requirements. Most of the discussion centered around reviewing a slide set to be presented at the upcoming town hall (2/24 after service). The presentation covers: 1) why septic is not a good option; 2) overall plan to connect to Gwinnett sewer system; 3) engaging a professional engineering firm - two have been identified; 4) possibilities of getting a waiver for our current system; 5) explanation of the requirement to get an easement to connect to the sewer on neighboring property; 6) fees for connecting to the system; 7) estimated cost of the physical work to be done; 8) timeline and target for completion (by May); and 9) estimated total cost (~\$50,660)

Focused Discussion II – Leadership Development and Board Officer Elections Process

Katrina and Heather were present for the discussion. Katrina emphasized that it was their desire that LDC's role be limited to be a nominating committee. They have begun the process of looking for candidates for the 2019-2020 year. There was a brief discussion about how BOT officers are elected. Rev Jan suggested we consider limiting the congregational election to board members without regard to offices. The BOT would then vote internally on officers. New positions for Past President and future Treasurer were mentioned. All of this would require Bylaw changes.

Meeting adjourned at 9:00 PM

Minutes submitted by Secretary, Terry Welsher

Submitted as approved by e-mail (5/6) vote - March 20, 2019

UU Congregation of Gwinnett

February 20, 2019

Minister's Report to the Board

Action Items:

- **Dead Tree Letter:** Larry Long drafted a letter to be sent to our neighbor regarding a dead tree on their property that puts our property in danger. Letter is drafted on UUCG letterhead, with Marcus as signer should the Board want to address the situation in this manner. This letter should be sent by Certified Mail.
- **General Assembly:** Registration for General Assembly will open on March 1. We should be seeking people who wish to serve as delegates, either on-site or off-site, as soon as possible. We are allocated 3 delegates, plus the minister and the religious educator.

For Future Consideration:

- **Bylaws Section 5.1.3.** Review language regarding "Friends." Indicates a Friend is one who is active in the congregation for at least one year. We have not been using this category in ICON this way. We add people as Friends after they attend UU101. Staff is looking at creating a new category for people in that first year before they officially become "Friends" or "Members." But this may be a category we want to look at as we review the bylaws. Why so exclusive? Why have Friends in the Bylaws at all? If needed, can it be more inclusive in its language?

Information:

- **Life/ADD & LTD for Sharon Yun:** In developing the 2019 Personnel Budget, I neglected to calculate that Sharon's hours would exceed the 750 threshold for certain benefits because of the combined hours as Administrator and Child Care Provider which will likely be close to 830. She is considering the option to have Life/ADD and Long Term Disability. This choice needs to be made before the end of February. The additional cost to UUCG will be \$250. This can easily be absorbed by the Personnel Budget.

- **Fire Drill 3/24:** We will have a Fire Drill on Sunday, March 24, at the end of the worship service. The false alarm on February 17 made it clear that we need to practice what to do in case of a fire, and the Spiral Scouts are working on their Emergency Preparedness badge, so it's a good time to do this.
- **Josh Gentry** is completing his Contextual Education with us at the end of April. We will have a Ritual of Leaving for him on May 12.
- **Ministerial Intern:** I've been asked to consider serving as an Internship Supervisor for a full-time Intern who is graduating from Candler this spring. Fair Compensation for a full-time intern would be about \$17,500 (including taxes) for 10 months, \$8,714 for 2019. It's clear to me that we are very unlikely to have such resources this year, so I will let them know. However, I'm informing the Board so you know that we were approached, we are a desirable internship site, and perhaps in future planning this could be taken into consideration.

Shared Ministry Issues & Highlights:

- **Hospitality** has become a weak point in our shared ministry. There have been concerns brought to me about people not being respectful of the volunteers who dedicate so much time and energy to keep the kitchen stocked, clean, prepared, etc., as well as issues with groups and individuals not cleaning up after themselves when they use our kitchen space.
- **Membership:** Nine people signed the Membership Book on Sunday, February 17. Joe Bentley was sick that day, so he and his husband Tony will sign in a separate ceremony, date to be determined. Text In Church continues to have value in reaching out to new guests and helping them develop a habit of coming to church on Sundays.
- **Covenant Groups:** We have four Covenant Groups with a total of 43 participants.
- **Social Justice:**
 - Green Team: Georgia Interfaith Power and Light will give a brief presentation on March 17 and present our grant check of \$1,500. The Green Team will then move forward to complete the LED lighting and thermostat installations per the grant request.
 - Racial Equity Team: Planning a weekend journey to the National Memorial for Peace and Justice in Montgomery, AL, likely the middle of May.
- **Faith Development:** Family Faith Journey visits to area congregations have been well received. I am now organizing the journey to New Orleans, March 30 - April 3.

Financial:

- **Minister's Discretionary Fund** is very low for the current needs within the congregation. I'm being very conservative and stretching it out as best I can, and trying to get the word out that we need additional contributions to meet some specifically challenging needs that have emerged for a couple of families in the congregation.

- **Building & Contingency Reserves:** I requested LaTreisha move \$8,100 to our Building Reserves Account Fund and \$23,117.06 to our Contingency Reserves Account Fund to properly allocate the cash out from the refinance as established at the 12/1618 Congregational Meeting.

Minister's Calendar Information:

- February 21-25: Richmond, VA: Core Staff meeting for SE UU Summer Institute (Associational)
- March 7-12: Vacation (Orlando, FL)
- March 30-April 3: Family Faith Journey: New Orleans
- FYI: Did not take holidays off on January 1 and January 21. Current average work hours per week: 51.5 (Goal is 48)

