

# UUCG Board Minutes

4/14/21

<b>ACTION ITEMS SUMMARY</b>		
<b>WHO</b>	<b>WHAT</b>	<b>BY WHEN</b>
Maryjane	Finalize Policy Manual, get to Alex Kapitan for sensitivity review	4/30
Rev. Jan-Lorena	Hold further conversation on David Morgen and next steps	ASAP
Rev. Jan	Hire Michael Simmons	(done)

## UUCG Board Minutes

<b>Date: 4/14/21</b>	<b>Time: 7-9p via Zoom</b>
<b>Board Member</b>	<b>Present? (Quorum = 4)</b>
Lorena Griffin, President	Y
Ed Miller, Vice President	Y
Maryjane Stout, Secretary	Y
Greg Bandy, Treasurer	--
Thomas Yun, Treasurer-elect	Y
RJ Rice	--
Katrina Yurko	Y
Rev. Jan Taddeo, Minister	
<b>Guest: David Morgen, Don Graff</b>	

<b>Called to Order at (time):</b>	7:06
<b>Consent Agenda (Minister's Report, Financial Report, previous meeting minutes, next bd mtg date) approved?</b>	

### Discussion Items:

#### 1. Meet intern candidate David Morgen

David is finishing his first year at Candler School of Theology. He has worked at Emory since 2009, teaching first-year writing. He has also taught at a women's correctional facility and has a passion for criminal justice reform. He is a long-term member at Northwest UU, where he has held leadership positions including on its Board, webmaster, worship associate team leader, more. David's ultimate goal is parish ministry. He is seeking a one-year contextual education position at UUCG and Jan has agreed to that. The question before the Board is whether we would jointly agree to also have David as an intern.

Internship is a longer, larger commitment, to include our formation of 3-5 member internship committee that would meet with David monthly to support him, serve as his reflection group, help process experiences, and more.

David's commitment to us would be an additional 7 hours/week. He would gain a better understanding of what it means to be a minister from the minister's point of view.

#### 2. Policy Manual

##### a. Board accountability section: all bullets, but especially what it means to "participate in congregational life"

Wording was suggested and clarified.

##### b. p. 10, #3: Nondiscrimination and harassment, the sentence beginning "Religious beliefs and..."

Wording was suggested and clarified.

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### 3. Recommendation for Facilities Caretaker hire

Rev. Jan described the qualifications and skills of Michael Simons. He holds an HVAC certification, is a commercial maintenance technician, has experience in outside (grounds) maintenance as well as plumbing and electrical. He likes to clean. He has a part-time job (Air Quality Systems in Norcross, 9:00 a.m. – 2:00 p.m.) but is available all weekend. He is also available to us after 2:00 p.m. during week if needed.

### 4. Discussion on reopening values and timeline

Discuss at town hall this Sunday. Report from committee expected at May board meeting. Building remains closed until 5/30.

### 5. Discussion of Treasurer's role

Generally, the role seems to be to audit the bookkeeper; that is, ensure paper trails and that invoices are paid in a timely manner. As it is defined today, there is minimal requirement for financial knowledge. Budget is prepared by Minister/Chief of Staff.

Treasurer should review financial reports and identify key issues and bring them to appropriate person's attention. Reconcile bank statements, payroll – but not check every number. Sign checks.

Possible role conflict or redundancy: bookkeeper, whose work is audited by the Treasurer, is technically supervised by Chief of Staff. Role clarity among all three is needed.

Consult <https://www.uua.org/safe/handbook/checklists/financial-controls>

Treasurer is higher level, not day-to-day like the bookkeeper.

<b>TOPICS DEFERRED TO NEXT MEETING</b>	
•	Further clarity: roles of Treasurer, Treasurer-elect, Bookkeeper, Chief of Staff
•	Who handles leadership development and how?
•	To what extent does/should UUCG support community organizations committed to spreading a specific faith?

<b>Adjourned at (time):</b>	9:00 p.m.
<b>Next Meeting:</b>	5/12 via Zoom

Respectfully submitted,  
*Maryjane S. Stout*  
*Secretary*