

**Starr King Unitarian Universalist Fellowship**  
**Minutes of the Meeting of the Governing Board**  
**Wednesday, February 15, 2017, 6:30 – 8:30 PM**

Next Meeting: Wednesday, March 15, 2017, 6:30 PM

**Present:** Bob Clay, Allison Estes-Browne, Jessica Fleming, Susan Jacobs, Deedie Kriebel, John Marunowski, Rev. Linda Barnes; Olivia Saunders by phone conference

**Opening Words:** Rev. Linda Barnes lit the chalice and gave opening words.

**Check-In:** We each spoke about current events in our lives.

**Consent Agenda:**

- Approve January 25, 2017 Board Meeting Minutes, amended
- Minister's Report
- Current Financial Report

Bob Clay mentioned on the Financial Report, that we are ahead, expenses are down and income is up. The Budget and Finance Committee is in the process of working on budget figures.

Olivia moved to approve the Consent Agenda as amended, Allison seconded the motion, and all voted in the affirmative.

**Church Management Software**

Kathy Kelsey of the Tech Committee has given us a Recommendation of Church Management Software, a very thorough and well-researched proposal. Simple Church CRM is the product recommended.

Susan moved to authorize Kathy Kelsey to purchase Simple Church CRM software and begin its implementation. Deedie seconded the motion; all voted Aye, with none opposed and none abstaining.

**Expenditures: Limits, and when to take from Endowment Fund**

Bob Clay clarified our procedures on this. The Endowment Fund provides for expenses not covered in our normal operating expenses. These are special expenses, and normally larger expenses. A proposal is made to the Endowment Committee; that committee approves (or not) the expenditure; and the Endowment Committee sends the proposal to the Board for final approval. We discussed some details of this procedure.

**New Internet Provider**

We will have a new internet provider in about 10 days: Spectrum, through Time Warner Cable.

**Announcement Calendar:** We each chose dates to make the pre-service announcements.

### **Update on Cleaning**

We are continuing to research ideas for updating the cleaning of our building. Our idea is to set up a meeting with Barrie Sawyer who is in charge of building maintenance, and the cleaning company. John agreed to attend the meeting as a support person from the Board. They plan to discuss what the current needs are for cleaning, what new information, etc., does the cleaning company need.

**Snowblower:** The snowblower is not working. Barbara Spike approached Barrie – it probably just needs service and maintenance. Susan will contact Barrie.

### **Permission from Rev. Paul Sawyer to video and post his sermon**

Rev. Paul Sawyer will visit SKUUF and give the sermon this coming Sunday, 2/26/17. We discussed the need to obtain his permission to video and post his sermon, as should be the case with all visiting speakers. Rev. Linda will ask him and we will find out what needs to be done – a simple letter, or a form obtained from UUA. This will also be needed when Rev. Mark Stringer visits from Iowa to speak at Rev. Linda's April 8 Installation.

### **Approving Board Meeting Minutes prior to next meeting**

Olivia discussed whether we can get minutes approval done by email, in order to allow them to be posted for members to read earlier than after the next board meeting. A few people have expressed interest in this. Reviewing the steps that would need to be taken to do this, which would include numerous emails going back and forth, we decided it would be very labor-intensive and would detract from the time we need to do our main jobs. We decided to leave it as it is for now. Another option is to use the Shared Drive confidential area; this would also require time and attention, but it holds some promise for the future. We decided to work more with the Shared Drive over the next few months.

**Adjournment:** It was moved and the meeting was adjourned.

Respectfully submitted,

Olivia Saunders, Board Secretary

### **Action Items**

Notify Kathy Kelsey to go ahead and purchase new software (Susan)

Set up meeting with cleaning company, Barrie, and John

Contact Barrie re: snowblower repair (Susan)

Ask Rev. Sawyer for permission to video and post his sermon (Rev. Linda)

