

## UNITARIAN UNIVERSALIST FELLOWSHIP of LONGVIEW

Governing Board Meeting

June 13, 2010

### MINUTES

**Board Members Present:** President Jessica Noble, Vice President Marolen Mullinax, Secretary Sky Mitchell, Treasurer Huey Mitchell, Director-at-Large Amanda Koepke, Director-at-Large Celeste Fisher; Director-at-Large Chip Koepke; President-Elect Ruth Semrau; Director-at-Large-Elect Lisa Sanders

**Absent Board Members:** Director-at-Large Tina Rushing; Treasurer-Elect Julie Hart; Director-at-Large-Elect Gabi Owens; Director-at-Large-Elect Gayle Heard

**Also Present:** Austin Pennington; Zoe Koepke; Al Hummadi; Veronica Hummadi

Jessica called the meeting to order at 12:40 PM. The covenant was read by the board members.

There were no questions, additions or corrections to the minutes. Celeste made a motion to approve the minutes as submitted. Chip seconded the motion. It was passed unanimously.

Chip and Marolen agreed to "make it happen" this month, "it" being hiring a sheet rock installer to plug the opening to the attic that is in the air return.

Chip also noted that he checked the fire extinguishers and found their certification out of date. He called a local business that handles that and they said they could recharge and certify the extinguishers for ~\$25 each. Chip said the valves indicate the cylinders do not need to be recharged.

Amanda reported that she has been meeting with Brandy at Channel 31 regarding a Public Service Announcement for the Fellowship. Brandy worked up some prices and Amanda talked with Gayle about this. The next step is to design our ad. She hopes to have that sketched out by our next meeting.

Jessica asked that Marolen review the problem we are having with heating the R E building. Marolen explained that we are unable to heat the R E building because it was not wired properly. The contractor (Pat Sweeney) said we agreed to leave it that way. However, we reviewed the contract and that is not what it states. Marolen contacted a lawyer (Gary Shaver) and asked him to look into the matter. He wrote a demand letter to Mr. Sweeney stating that we have been advised that it will cost \$5000 to correct the wiring problem. Mr. Sweeney's attorney replied by mail, stating that Mr. Sweeney was not liable. We, therefore, need to decide whether we are going to pursue this or not. After discussion, it was decided that Huey and Marolen would meet with Mr. Shaver to

determine if we have a viable case. If so, we would like him to pursue the case, with his payment coming from the judgment.

Sky has not worked on the grievance process. It was decided to pursue that after the Vision and Mission statements are in place because we do have the Suggestion "Squawk" Box in place.

Celeste suggested we hold off on creating the vision and mission statements until September. Marolen will see if she can schedule Daniel Polk for a Sunday and Celeste will see if he will include a workshop like he did for the behavioral covenant process.

Jessica signed the necessary letter for Kroger's Neighbor to Neighbor program that Sky needed for the application. Sky will submit the application and inform the Board when our account is activated.

Zoe said she had two choices for outdoor R E/Child Care equipment. Both are currently priced at \$399. One is larger and made of wood and it can accommodate nine children at a time and it has a five-year warranty on all wooden parts; the other is smaller, made of plastic and metal, and has no warranty. Marolen asked if our insurance covered children using the outdoor equipment. Huey said he would check that out. Amanda stated that their previous fellowship had a policy in place that required parents to sign a release document allowing their children to play on the equipment and not hold the fellowship liable for any injuries. Sky suggested it could be a Women Build Project to put the equipment together. Chip said a purple stripe could be painted on a tree near the equipment that will serve as a no trespassing sign. The Board agreed that we should purchase the larger, wooden set.

Amanda reported that the banner to be displayed at the Historical Longview Farmers Market has been ordered and should be on display for the next market day (Saturday).

Celeste said she and Jeff would be measuring and counting the number of light fixture spaces that need plastic covering today. Then they will price the plastic at Lowe's and get with Huey and/or Julie to decide how to purchase it. Their goal is to have it installed by the end of June.

Marolen presented the schedule of July programs:

July 4 - Tom Mitchell

July 11 - Books

July 18 - Neal Katz

July 25 - Celeste Fisher (Marolen will be speaking at UU Tyler)

Huey presented the financial report. The May financial statement Net Profit or Loss line shows that we have gone into the black for this fiscal year! Marolen also reported that she has been able to stay under budget with the speaker fees. The report will be filed for audit.

Jessica said that the UUA would like us to send someone from our Fellowship to the next General Assembly. She said it would be nice if we could help with the expenses. She also said that we should stay alert for regional meetings that are much more affordable.

The Board then discussed transitioning to the new Board. Celeste said that it would be the best use of time to have just the two people meet for each job turnover. Jessica gave the President's Binder to Ruth, Huey is planning to meet with Julie, and Sky and Celeste will get together. Celeste suggested one person be appointed to collect the keys and give them to the new board members. Huey, as the new building manager, will take care of that. Sky will prepare a folder containing a copy of the by-laws, the UUFL Behavioral Covenant, the Board Covenant, a list of members, and the last two months' minutes and financial statements for each board member; also, a copy of the procedures for opening and closing the building. Marolen and Huey have agreed to take responsibility for opening and closing, respectively, the building every Sunday, so the other board members will have the responsibility only during the week and when Marolen and/or Huey are not available. Huey will continue making and posting the duty schedule. Lisa agreed to continue handling Coffee, Snacks and Clean-Up.

Jessica then said she would like to suggest an item for next month's agenda: getting more color on the wall behind the podium. She said she had something lightweight in mind that would be easy to put up and take down. Sky said projecting images on the wall would be virtually free and easy. Celeste said that it had previously been suggested that the covenant and the Seven Principles be posted on either side of the central wall space. Jessica said she wanted to see a UU symbol on the wall. Huey suggested that we come to the meeting next month with a specific proposal for a wall decoration. Jessica and Celeste said they would bring some images.

There being no further business, Jessica adjourned the meeting at 1:40 PM.

Sky Mitchell, Secretary