

NATURE COAST UNITARIAN UNIVERSALISTS, INC  
BOARD OF DIRECTORS MEETING  
9 JULY 2018

Members Present: Joe Verdi (President), Sheila Woods (Vice-President), Holly Alexander (Clerk), Rob DeRemer (director) Bree Hill (director), Gordon Dinmore (director), Ellen Saunders (director), Nancy Pettus (director)

Guests: Joan Burnett, Judith Englert, Matthew Ciszewski

The meeting was called to order at 2:04 pm. A quorum is present.

I. Additions to Agenda

1. Treasurer position

II. Minutes of Previous Meeting

1. No corrections were made, so the minutes stand as distributed.

III. NCUU Covenant of the Board of Directors

1. Joan Burnett explained that this covenant was developed as a covenant applying to behavior in the spring of 2016 for the Directors and Officers of NCUU. It applies if you notice others doing something, but you must accept it when someone calls you out for violating the covenant. Joan is also the process observer and comments at the end each meeting on how well everyone handles the meeting.
2. Joe Verdi read the Covenant.

IV. Reports

1. President's Message  
The 4<sup>th</sup> of July party went well. Amy Haiken has volunteered to design new t-shirts. The first special collection for snacks paid for the 3 birthday cakes after the service last week  
Thanks to Gordon Dinmore and Bree Hill for all their work outside on the property.
2. Treasurer's Report  
Rob DeRemer reported that pledges are on target. The Finance Committee will meet after the service on 15 July and will discuss the position of Treasurer. Nick Kalfas agreed to be our temporary treasurer, but it is time to look a permanent replacement. If necessary the Committee will get a quote from a bookkeeping firm. John Comer has a finance background and might be interested. The meeting will be added to the Sunday announcements and should be written on the new Master Calendar.
3. Committee Reports  
Committee Reports have been distributed.

V. Unfinished Business

1. Long Range Planning  
Mike Taylor has agreed to chair this Committee. Sheila Woods will send the P&P Manual to him for comment and update.

2. ABC Sale  
Plants will be included with Arts, Books and Crafts, so it is an ABC & P Sale. Nancy Pettus and Julie McDonald have suggested that the sale should be postponed until early December. There are stringent laws in Florida about selling plants. Sheila Woods and Nancy Pettus will find out more.
3. Fall Concert  
No update.
4. Exit Checklist  
Pam Ricker provided a list of things that need to be checked after the Sunday Service and other events before leaving the building. The checklist is attached.
5. Progress on the P&P Manual  
Linda Myers proposed some additions to the Board of Directors Duties and Responsibilities:

**ADD: h, i, j, k to a through g**

- h. Maintains a peaceful unity and representative behavior, understanding that being a member of the board is not about power but helping to foster a creative community through a covenant based on Unitarian Universalist principles.
- i. See that members including new members or ongoing members understand how the community works, how it is governed.
- j. Help one another and reach out to the larger community.
- k. The Board's understanding and effectiveness is partly based upon institutional memory. One part, of which is Reading the current Bylaws of the NCUU and the current Policy and Procedures Manual of the NCUU.

**MOTION by Ellen Saunders, second by Joe Verdi, that additions provided by Linda Myers be added to the P&P Manual in the section Board of Directors Duties and Responsibilities (h, i, j, k). Passed unanimously.**

The purpose of the P&P Manual is to help people coming after you as to how to work together and help committee members understand what the committee does. Sheila Woods will refer additional sections for update such as the following:

The President will secure important documents and keeps a copied filed at the Fellowship.

The Vice President has check-signing authority.

Section 2.01, Long Range Planning Committee Duties and Responsibilities needs to be moved to Chapter 4 Other Committees

4.07 Bylaws Committee needs to be moved to Chapter 2 Standing Committees.

Section 2.031 Finance Committee can be deleted since the Annual Certification is being done by the Vice President.

Section 4.04 Member Support Group Duties and Responsibilities should be deleted due to possible legal issues; member support can be done informally.

Joe Verdi should review section 6.01 Medical Emergency because of his interest and expertise in medical emergencies.

Anyone who wants to review and suggest changes should do so.

Bree Hill emphasized that all documents should be gender neutral and this is now a UUA policy.

## VI. New Business

### 1. Fair Share money for UUA

Pam Ricker received a bill that implies that we owe UUA \$1077. Sheila Woods has called twice and sent an email requesting clarification but has received no response. It was suggested that she send a certified letter disputing the bill. This communication gap may be due to problems receiving email sent to the old address. We need to start over again with our current email address and ask UUA for a protocol for communication. Joan Burnett has the name of a "go-to" person in Orlando, and she will give that person's email address to Sheila Woods.

### 2. Increase Funds for Social Activities Committee

After discussion, it was decided to move \$200 from Social Justice, which is currently inactive, to Social Activities. If more funds are needed, it can be revisited later. The collection for snacks and birthday cakes will help.

**MOTION by Joe Verdi, second by Ellen Saunders, to move \$200 fro Social Justice fund into the Social Activities fund.** Passed unanimously.

### 3. Fundraising Events

Amy Haiken has proposed several types of events such as bidding for services and collecting recipes for an e-recipe book. This should be part of a long-range plan.

### 4. Designation as a Safe Place during hurricane season

Sheila Woods will get the proper wording from Pam Ricker and write an announcement.

The meeting was adjourned at 3:35 pm

# NCUU EXIT CHECKLIST

## Sanctuary

1. Is the Sound System turned off?
2. Are both hand-held microphones turned off?
3. Are the ceiling fans turned off?
4. Are the blinds closed?

## Office

1. Has the printer been turned off?
2. Has the door been locked?

## Kitchen

1. Are the dishes in the dishwasher being washed?
2. Have the faucets been checked to be sure that they are turned off?

## Bathrooms

1. Have the faucets in both been checked to be sure that they are turned off?
2. Have toilets in both bathrooms been checked to be sure they aren't running?

## Building

1. Are the lights turned off in the office, kitchen, both bathrooms, sanctuary, and foyer?
2. Has the door been locked securely?