

**USG BOARD MINUTES**  
**September 28, 2010**

**Board Members Present:** Berdine Whedon - President, Mark Bernstein, Susan Bockius, Walter Ceglowski, Mary Lee Keane, Norman Matlock, Linda O'Gwynn, Rudy Sprinkle, Marny Walsh

**Board Members Absent:** none

**Non-Board Members Present:** Kent Matthies, Jude Henzy, Tom Smith, Treasurer,  
Carolyn Cotton, Chair - Master Plan Implementation Committee

**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC) RECOMMENDATIONS**  
(See attached report) - Carolyn Cotton

1. **Conversion of stage to office: Decision deferred until October Board meeting to obtain information on:**
  - cost differences between original Master Plan (\$11,000) and current recommendation - (\$20,000). *Linda* will ask B & H architects about basis for original estimate.
  - cost of demolishing stage to make accessible and conform to original Master Plan. *Carolyn* will ask Howard Silver for estimate.

**2. Nursery School Lease**

**Motion #144: Authorization for the Administrative Council to negotiate additional one year lease beyond August, 2011 with the Nursery School.**

**Status: Passed**

**Discussion:** The Nursery School representatives are working with the USG Admin. Council representatives to resolve issues related to parking, playground, rent, renovations, multi-age use of 1st floor space.

3. **Apartment Renovations;** Carolyn encouraged rapid implementation of renovation plans in order to benefit from the current active rental market.
4. **Bidding Process Issues:** Additional information concerning the implementation of the bidding process will be assembled before the October Board Meeting:

- Conflict of Interest Policy
- Price point at which 3 bids will be necessary
- Preferred provider policies
- Which committee will oversee the construction - Master Plan Implementation Committee (MPIC)?

**Decision:** *Carolyn, Rudy and Mary Lee* will meet with Building and Grounds Committee and with Howard Silver to discuss these issues.

- 5. Financing Proposal:** See Financing Suggestion of the MPIC attached. Recommendations which propose using \$135,000 from the endowment as security for a loan.

Decision deferred until October meeting to obtain cost information referenced in section 1. above.

## **TREASURER'S REPORT**

Tom Smith gave the treasurer's report. Highlights mentioned:

- \* New financial procedures are helping to track funds in an emergency, track Special Projects funding
- \* As is expected over the summer months, expenses were low and revenue slightly lagging
- \* Cash flow improving for bill payment
- \* Donnell bequests totaling \$37,000

**Discussion:** Question concerning CIF transfer as negative number and appropriate fiscal year for entry.

**Motion #155:** To reappoint Tom Smith as Treasurer.

**Status:** Passed

The Board expressed appreciation to Tom for his service as Treasurer.

## **USG COUNSEL**

**Motion #156:** To appoint Dave Dearden as USG Counsel.

**Status:** Passed

**Motion #157:** To thank Dave Bruton for his tireless work on behalf of USG as Church Counsel.

**Status: Passed**

### **APPROVAL OF JUNE AND AUGUST MINUTES**

- 1. The June Minutes were amended to reflect the vote taken and passed to accept the recommendation to create the new Budget and Finance Committee. (New Motion #137)**
- 2. The June minutes were further amended to strike the former Motion #137 (Abolition of Sullivan Library Fund) and to reflect intention to inventory and assess remaining volumes in the library.**
- 3. The August minutes were adopted as corrected.**

### **EXECUTIVE COMMITTEE OF THE BOARD**

**Motion #158: The Executive Committee of the Board consists of the President, Vice President and Secretary and can act in an emergency in the place of the Board.**

**Status: Passed**

### **USE OF SULLIVAN LIBRARY FUNDS - MARK BERNSTEIN**

**Dave Bruton, outgoing Counsel informs us that Attorney General of PA has approved the request to terminate the Sullivan Library Fund if**

- 1. "Adequate memorialization of Reverend Sullivan is made" and**
- 2. "whatever the current and future use of his library be continued in the space, if feasible"**

**Motion #159: All "Sullivan Library" funds shall be used for the master plan renovation creating three classrooms and a lounge/library area in the space now occupied by the Sullivan Chapel and the Religious Education Director's Office. The Sullivan Spiritual Library shall be housed in the lounge area and the bust of Rev. Sullivan shall be prominently displayed therein. The entire area of the church shall continue to be called the Sullivan wing.**

**Status: Passed**

### **SULLIVAN ASSISTANCE COMMITTEE CHAIR**

**Motion #160: The Board thanks Ingrid Brown for over 20 years of service on the Sullivan Assistance Committee.**

**Status: Passed**

## **FINANCE POLICY WORKING GROUP**

The Board expressed appreciation to *Susan Bockius* and the Finance Policy Working Group for all their work during the past year. The group has completed its work and the new Budget and Finance Committee will begin work in October.

## **CAPITAL CAMPAIGN CHAIR**

Decision: *Mark* will work with *Kent* to find a chair for the Capital Campaign Committee.

Next Meeting - Tuesday, October 26 at 7:30 p.m. in the Sullivan Chapel.

Respectfully submitted,

**Marny Walsh**  
**Board Secretary**