

USG BOARD MINUTES  
April 26, 2011

Board Members Present: Berdine Whedon President, Susan Bockius, Walter Ceglowski, Mary Lee Keane, Norman Matlock, Rudy Sprinkle

Board Members Absent: Mark Bernstein, Linda O'Gwynn, Marny Walsh

Non-Board Members Present: Rev. Kent Matthies; Tom Smith, Treasurer;  
Carolyn Cotton, chair of MPIC; Andrea Parry, Admin. Council liaison to  
Nursery School

### **CHALICE LIGHTING & CHECK IN**

#### **TREASURER'S REPORT - Tom Smith**

- 1. Report presenting a ¾ summary of the year was delivered and accepted. Financials do not reflect \$21,000 from auction. Highlights - tracking well on pledges and expenses, UUS and JPD dues on track to be paid at our budgeted amount by end of fiscal year. .**

#### **MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC) REPORT - Carolyn Cotton**

- 1. Review of reports provided as hard copies. The architects' estimate for the Sullivan renovations is \$148,738 which includes \$40K for the air conditioning. A decision needs to be made as to whether or not we will undertake this in this phase.**
- 2. The MPIC expects to have a recommendation on a contractor at the next Board meeting if not before.**
- 3. There was a discussion of banking options for the financing of the construction as well as a brief exploration of the idea of borrowing money from members of the congregation at a rate favorable to both USG and them.**

#### **NURSERY SCHOOL LEASE - Andrea Parry**

- 1. Andrea reviewed a hard copy document outlining the pros and cons of extending the lease with the nursery school for 10 years (5 years initially and an additional 5 years to be negotiated at the end of the first 5 years). This comes to the Board**

with a recommendation from the Admin. Council that it be approved. A motion was made by Susan Bockius and seconded by Norman Matlock.

**Motion #166: That the lease with the Cooperative Nursery School be extended for 10 years and renegotiated after 5 years.**

**Status: passed 5 - 1**

## **REPORT BY REV. KENT MATTHIES**

**1. Student Intern - Continuation of discussion concerning Jean Brophy a perspective student intern. She has significant experience in grief counseling and can be a great help with pastoral care. There is no cost to USG. She would take an hour a week of Kent's time for supervision. A motion was made by Norman Matlock and seconded by Walt Ceglowski.**

**Motion #167: to approve the appointment of Jean Brophy as student intern for two years starting from September to May.**

**Status: passed unanimously**

**2. Identity Theft - Kent advised the Board that he had been contacted by Philadelphia Police Detective regarding his personal problem with identity theft last year. He was told that our accounting firm, Brennan Associates, was somehow connected to the problem although it is not suspected that they are guilty of any wrong doing. It was more thought that their systems have been illegally accessed and someone was able to obtain personal information on people in Brennan's accounting systems. It was advised that everyone on USG's payroll be told to contact the police if there is any unusual activity on their accounts (credit card, personal banking, etc.) Susan Bockius is the liaison to Brennan. She was asked to follow up with them and find out what their plan is for securing customer information.**

## **DRE MEDICAL LEAVE OF ABSENCE AND ASSOCIATED ISSUES**

**This part of the meeting was conducted in Executive Session to discuss DRE Medical Leave. At this point, Matthies and Morrow, as non- trustees, were asked to leave the meeting.**

## **SULLIVAN LIBRARY BOOK PROPOSAL**

**A motion was made by Mary Lee Keane and seconded by Walt Ceglowski to accept the proposal circulated by Susan Bockius for the sale of the Sullivan Library Books.**

**Motion #168: To sell the Sullivan Library books to the book dealer Hugh Gilmore.**

**Status: passed - 5 yes votes**

## **APPROVAL OF FEBRUARY AND MARCH MINUTES**

**February minutes approved. March minutes amended for Executive Session.**

## **MINISTERIAL PERFORMANCE REVIEW**

A discussion of the ministerial review process and scheduling.

**1. Note:** Over the past several years, the Board adopted a practice of NOT directly tying the annual performance review to the new budget (focus has been to bring staff to mid point of range, absent any glaring deficiencies).

There has never been a particular date, March 30, or any other, by which this process was scheduled to be completed. The next Board may want to revisit this and decide otherwise.

2. The Personnel Committee is in the process of developing a revised and streamlined evaluation process.

3. Following a serious discussion on the need for timely performance reviews of all staff and the need for doing this for Kent since his last performance review occurred in August of 2008, Susan Bockius volunteered to convene a task force consisting of Mary Lee Keane and Walt Ceglowski to accomplish this in time for the May Board meeting.

## **PRELIMINARY BUDGET PRESENTATION**

**In Mark Bernstein's absence, Rudy Sprinkle briefly reviewed some key points on the draft agenda distributed at the meeting. The full budget will be discussed at the May meeting.**

## **CAPITAL IMPROVEMENT FINANCIAL PROCEDURES**

**Motion #169: To approve the Capital Improvement Financial Procedures (attached)**

## **PLANNED GIVING - Mary Lee Keane**

**Time did not allow for the discussion of this agenda item from February**

**ADDITIONAL ITEMS**

1. If you have not already contacted and interviewed the recipient of the congregational awards you are responsible for, please do so as soon as you can.
2. Denominational Affairs: Barbara Dowdall has agreed to serve in this capacity. She will be one of our delegates to GA and has an interest in immigration issues.
3. Last year the Board formally adopted a practice of having the outgoing cohort of Board members serve as the Nominating Committee for the slate of officers for the next Board. Therefore Susan Bockius, Rudy Sprinkle, and Berdine Whedon will serve as the Nominating Committee.

**NEXT BOARD MEETING - Tuesday, May 24, 2011 at 7:30 in the Sullivan Chapel**

**Submitted by**

**Berdine Whedon  
Acting Secretary**

## ATTACHED REPORTS

1.

To: USG Board of Directors

From: Rev. Kent Matthies

Re: April 2011 Minister's Report

Happy Spring! As I write this report we are entering our Seder/Easter weekend. This is always a very special time for me personally as your minister. I pray that we all find pathways to freedom and rebirth at this time.

Due to multiple factors I became this year's de facto Seder Team leader. I have been working with an excellent group of volunteers in preparation for tonight's (Friday April 22) USG Seder. Together Mark Daugherty and I lead the group through the Haggadah. We have reservations for 70 people and look forward to a spiritually uplifting and beautiful night together.

Serving as the staff liaison to our Ministries and Programs Council continues to prove invigorating. On Wednesday night April 13 we held a potluck dinner meeting.

Approximately 20 USG program leaders came together to talk about how we can achieve higher levels of collaboration and synergy in our work efforts. We also discussed how we can implement the meta-goals, which the MPC has designed for our work in the upcoming year. I have attached a copy of this document to my report. Our meta-goals articulate our vision of what we want USG, as an organization, to accomplish for ministries and programs in carrying out USG's vision and mission.

Please review and give any feedback you have to myself or the Council members.

I have been working extra hours during Jude Henzy's leave of absence. With children and youth we have at least 460 people in our church family. Jude and I are the only two full-time people. During this unexpected time period I am now the only full-time staff person. Gloria, Lida and Len are all working extra hard to cover more duties. We also are very fortunate to have Erick Dupree working 15 hours per week consulting on RE programs. There are also many lay volunteers working extra hard in

Due to the large amount of new work that has come my way with Jude Henzy on medical leave I have been delayed in **reviewing job performances** of the staff members. I am returning to the review processes and will complete them of Jude Henzy, Mark Daugherty, Gloria Smith and Lida Holada by the middle of May. If you have questions or thoughts on the process or content of the staff reviews I would love to talk.

2.

## SULLIVAN LIBRARY BOOKS

Dear Board Colleagues,

The scenario for disposition of the Sullivan Library books has changed

somewhat. Hugh Gilmore, the book dealer who was to make a first choice of roughly one-third of the books for a \$1200-\$1500 sum, revised his offer recently. He offered to take all the books, eliminating the need for a book sale. He would pay for the higher interest books, as before, and a nominal sum for the lower interest ones. The Book Committee considered this offer, including whether a sale of the Sullivan Books was also a service to the USG community. Finally, the large amount of work avoided, the small amount of revenue lost (in the category of \$100-\$300), and the fact that staffing for a Memorial Day weekend sale was a problem, convinced us to accept Gilmore's offer.

As stated previously, we have reserved for the USG Library all books of USG pastor- or member-authorship, books on the history of Unitarian-Universalism, and books representative of the broad base from which Unitarianism draws.

Unless my Board colleagues make objections known by email in the next few days, we will formally cancel the book sale (announced to date on a very limited basis).

Many thanks,

Susan Bockius

3.

## Unitarian Society of Germantown Policy on Capital Improvement Financial Procedures

GENERAL GUIDELINES: Capital improvements are defined as the addition of a permanent structural improvement or the restoration of some aspect of a **property** that will either enhance the property's overall value or increases its useful life. ([www.investopedia.com](http://www.investopedia.com)) This policy is specific to capital improvement projects funded from sources outside of the USG annual budget.

INITIATION: Capital improvement projects at the Unitarian Society of Germantown which utilize funds other than those in the annual budget will operate under the following guidelines.

1. The capital improvement project must be reviewed and approved by the Board of Trustees prior to any contracting or work.
2. The source[s] of funding to accomplish the objectives will be identified, and when those funds will become available will be detailed.
3. The project description should include the following documentation:
  - Objective(s) will be stated;
    - What will be built, restored or maintained.
    - What new or updated function will be attained through this effort.
  - Major tasks necessary to accomplish the objective will be enumerated.
  - A budget listing the estimated cost to accomplish each task will be provided
    - The reference upon which the cost estimate is based will be cited and included.
  - The time necessary to accomplish each task and to complete the overall objective will be estimated.

#### ADMINISTRATION:

4. Funds for the documented and approved capital project will be deposited into a separate bank account established specifically for this purpose. Neither capital improvement funds nor expenses will be commingled with operating funds, the CIF, or Special Project (liability) Accounts.
5. Transfers from existing USG funds (Budget, CIF or Special Project Account) to the Capital Improvement account must be vouchered transactions. For example, the Chair of the Memorial Fund would request by voucher that Memorial Funds be transferred to the Construction Account.
6. The bookkeeper will be directed to establish a budget and the necessary line items for the Capital Improvement Account, following the task budget approved by the Board. Deposits, payments, account balance, and comparison of expenses to budget will be reported monthly by the bookkeeper with other monthly financial reports. The monthly report will be provided by the bookkeeper to the committee conducting the work, the Budget and Finance Committee, and the Board of Trustees.
7. The committee administering the project (Master Plan Implementation Committee, Buildings and Grounds, or the like) will establish a single point of contact to voucher payments from the account. The bookkeeper and treasurer will be notified of the person selected.
8. Payments will observe the USG rule that checks over \$5,000 must have two signatures. Procedures have been set up to secure the second signature within 7 days of drafting the check. Those seeking disbursements are advised to take this requirement into account in order to ensure timely payment of contractors.
9. Expenses which exceed an individual task budget may be paid if overall project funds are available. If not, the relevant Improvement Committee must appear before the Board with information on new sources of funding, or a rework that will keep the project within budgeted limits.

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