

USG BOARD MINUTES
October 26, 2010

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

Board Members Absent: Rudy Sprinkle

Non-Board Members Present: Kent Matthies, Jude Henzy, Tom Smith, Treasurer, Tom Schoonmaker, Scott Murray, Carolyn Cotton, John Pron

CHALICE LIGHTING & CHECK IN

TREASURER'S REPORT

- 1. Tom presented a new Quarterly Budget Summary and requested input. The form contains 1st quarter summary of revenue and expenditures, total budget and the percentage.**
- 2. Revenues increased in September and by mid-October, payables had cleared.**
- 3. Councils can make budgetary shifts of up to \$5,000 with the approval of the board. Steps are being taken to ensure that the procedures identified when this policy was adopted are being followed.**
- 4. Susan reported that during September the CIF grew from \$1,012,916 to \$1,079,500**

CONFLICT OF INTEREST POLICY DISCUSSION

- 1. Mary Lee gave a power point presentation explaining the importance of developing a Conflict of Interest policy to fulfill board legal responsibilities - She explained the issues, policies, prevalence and content.**
- 2. Tom Schoonmaker, as outgoing chair of B&G, advocated that the board should request the B&G Committee to develop a policy which would then be presented to the board for approval.**

3. **Scott Murray, as incoming chair of B&G, pointed out the need for operational guidelines as well as the policy. He suggested that B&G develop the operational guidelines after the policy is developed by collaboration between the board and B&G.**
4. **Carolyn Cotton said this working group should include a representative of Master Plan Implementation Committee.**

Motion #151: A Task Force consisting of Mary Lee Keane, Rudy Sprinkle, Walt Ceglowski, Marny Walsh from the board; Tom Schoonmaker, Scott Murray from Building & Grounds; and Carolyn Cotton from MPIC, will develop a Conflict of Interest Policy to be recommended to the Board at the November board meeting.

Status: Passed

MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC) - Carolyn Cotton, John Pron

1. **John Pron, as architect, and Carolyn responded to questions raised at Sept. Board Meeting concerning office construction on stage:- accessibility - legally not required in older buildings if other equivalent space can be provided - lowering of stage - not required until Phase 3. Doing so would make the space darker, lower and more expensive - differences in estimates - actually MPIC estimate is over \$1,000 less. John distributed a document *MPIC Response to Board of Trustees Concerns and a drawing of the stage conversion* for board review.**
2. **Jude distributed a handout *Master Plan Effects on Classroom Distribution***
3. **Carolyn reiterated the goal to renovate the Sullivan Chapel for classroom use for our younger children. Moving the office to the stage is the first step.**

Motion #152: To accept the plan as presented by the MPIC at the September Board meeting subject to clarification. This plan includes the renovations of the stage for office space, 2nd floor of Youth Lodge for rental, Sullivan Chapel for 3 classrooms.

Status: Passed

FINANCING PROPOSALS FOR PHASE 1 RENOVATIONS

- 1. Mark stressed the need to move quickly on approvals, financing and contracting so that renovation of the 2nd floor of the Youth Lodge can be done during the Christmas break and other renovations completed so that the Sullivan Chapel can be renovated during the summer and ready for use in the fall.**

Motion #153: To authorize the MPIC to implement the part of Phase of the Master Plan to renovate the stage for office space, the 2nd floor of the Youth Lodge for rental and the Sullivan Chapel for classrooms . The MPIC may create specifications, obtain bids and with the approval of the Board Executive Committee, execute contracts and arrange financing. Phase I may include the use of the Sullivan Library Funds, the Matlock challenge funds and funds borrowed to be paid out of Youth Lodge rental proceeds. The funds borrowed shall not exceed \$150,000 and shall be repaid in not more than 10 years.

Status: Passed

- 2. Discussion followed concerning presentation to the congregation of the plans for renovation and financing. Susan proposed a Motion to that effect but it was decided that *Berdine* will simply set a date for a congregational meeting within the next several weeks and publicize it. *Mark* will lead the meeting to explain the board's decision and mobilize enthusiasm for the project. People will be encouraged to contribute to the Matlock challenge.**

APPROVAL OF MINUTES - approved without correction

RATIFICATION OF BUDGET AND FINANCE CHAIR

Motion #154: That the board, in keeping with its responsibility to appoint the chair of the Budget and Finance Committee, appoints Susan Bockius to this position for the remainder of her Board term.

Status: Passed

MATLOCK CHALLENGE

Berdine encouraged the members of the Board to contribute to the Matlock Challenge before it ends at the end of the year. About \$1,600 remains to be raised.

DEFERRED UNTIL NOVEMBER MEETING

Because of the lateness of the hour discussions of Reallocation of Professional Expenses, the Sullivan Assistance Fund, the Stewardship Committee Chair and the Nominating Committee were deferred until the November meeting.

NEXT MEETING: Tuesday, November 23, 2010 at 7:30 in the Sullivan Chapel.

Respectfully submitted,

**Marny Walsh
Secretary**