

**Unitarian Universalist Fellowship of Galveston County**

**Board Minutes – Thursday, June 2, 2022**

Item	Summary
	<p><b>Board Members:</b> Shirley Adams, Madeleine Baker, Stan Blazyk, Mary Case, Kathy Link, Susan Syler, Suzette Tardif</p> <p><b>Absent:</b> Steve Townley</p> <p><b>Guests:</b> Sandra Sullivan</p>
<b>Opening</b>	<p>Mary called the meeting to order at 6:00 p.m. with lighting of the Chalice and opening words.</p>
<b>Approval of Minutes</b>	<p>May minutes were presented for approval. This item was tabled so that the minutes could be obtained from Judy Glaister, who substituted for Shirley Adams</p>
<b>President’s Report</b>	<p>Mary Case deferred her report to the Agenda for the meeting.</p>
<b>Treasurer’s Report</b>	<p>The monthly financial report was discussed. The “Designated Funds” section was discussed. Stan confirmed that the designated funds were included in the total assets. Suzette made a motion that the Finance Committee consider doing away with the designated funds as special requests had to go through the Board anyway. Madeleine seconded and the motion passed unanimously.</p> <p><u>Bookkeeper Status</u> Mary reported that that she had not heard back from Cody but would keep trying to reach her</p>
<b>Committee Reports</b>	<p>Suzette presented Committee Reports as chair of the Coordinating Committee. Suzette presented two documents—UU Galveston Procedure for Administration (Draft) and Part-Time Administrative Assistant Job Description (Draft). Both documents are attached to these Minutes. The Procedure for Administration document should be kept in the office for purposes of continuity. The Part-time Administrative Committee was discussed at length. Suzette said that she had spoken to Shannon at length about duties. Shannon suggested and the Board agreed that any employee should not come from the membership. Shannon has recommended the purchase of a new computer. Suzette additionally discussed the difficulty in getting passwords for email and voice mail. Suzette will meet with Pam Johnson, Maggie Pinson, Mercedes, and Margaret Canavan will meet to streamline communication. Suzette made a motion that we pursue hiring an Administrative Assistant. Susan Syler seconded, and the motion passed unanimously.</p>
<b>New Business</b>	<p><u>Roof Bid</u> Mary presented a roof bid. There were 3 contractors initially contacted but only one answered all questions, and revised bid accordingly. The total bid is \$34,712.00, but the total could be close to \$40,000.00 depending on what was discovered once the work commences. There was a discussion about getting certified arborist to trim trees around the roof. The expenditure would come out of this year’s fiscal budget. Shirley Adams made a motion to accept the bid. Madeleine Baker seconded the motion. The Board approved and the bid will be presented at the Annual Meeting.</p>

	<p><u>Sewer Line Investigation</u> Mary reported on an ongoing sewer issue. A plumber has been to look at several times. The city will need to inspect their part of the line. Mary said that chances were very good that the entire line would need to be replaced.</p> <p><u>Shannon Farewell</u> Mary reported that Shannon had found another job and requested permission for a gift card to thank her. Susan Syler made a motion to approve and Stan Blazyk. The motion passed.</p>
<b>Old Business</b>	<p><u>Bylaw Revision.</u> The Bylaws will be presented at the Annual Meeting.</p> <p><u>Membership Chair &amp; Facilitators</u>—A lengthy discussion was had about issues in the Membership, the need for new members on the Membership Committee as well as a chair for that Committee. There was also discussion about the Listening Session scheduled with members of UUA.</p> <p><u>Review &amp; Update Health Safety Protocols</u> – Suzette will present at the annual meeting about when to lift the vaccine requirement.</p> <p><u>Proposed Budget</u> – Sandra questioned about whether there was enough money in the budget for Social Action. Discussion ensued and amounts will be moved from other accounts to be presented at the Annual Meeting</p> <p><u>BMODs for July</u> – Mary will send out request.</p> <p><u>Key System in Place</u> – Mary reported that there was a folder in the office and a list of all keys that had been distributed were kept in that folder.</p>
<b>Adjournment</b>	<p>The meeting was adjourned at 7:45 p.m</p>

Submitted by: Shirley Adams, Secretary