

Unitarian Universalist Fellowship of Galveston County, Inc.

Minutes of the Board - February 11, 2013

Item	Summary	Action
Attendance	Present: Board members - Cheryl Henry, Stephanie Nwadie, Rick Altemose, Susan Persons Stan Blazyk, Billie Rinaldi, Absent: Al Smith , Bets Anderson Attending: Judy Glaister, Curtis Jones	
Opening	President Cheryl Henry called the meeting to order at 5:36 pm with opening words and lighting of the Chalice.	
Minutes	Minutes of January 14 were circulated via e-mail and posted on the UUFGC website.	Motion to accept minutes: Blazyk/Persons, no objections
President's Report	Cheryl again asked all members to consider a 1/2 day-long retreat to look at mission and goals. To think about "why I come to UU; why others come; what can we do differently; and what we might do better." Goal is do this within next 3 months	All board members - send feedback and ideas to Cheryl.

Treasurer's Report	<p>Stan discussed the Income and Expense report: we should be at 58%; income is over by 10% and expenses are just below. June is the month for big expenses like insurance. Pledges are coming in periodically rather than paid all at once.</p> <p>Treasurer will prepare quarterly committee charges to help chairs know where they are in the budget.</p> <p>Also, Stan is developing guidelines for chairs to prepare and keep up with the budget. As a step in this ongoing process, Stan identified the various categories and persons responsible for the budget on that line item.</p>	
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<p>Committee/Task Force Reports</p>	<ol style="list-style-type: none"> 1. Finance Committee 2. Administrative Team - Judy attended in Bet's absence. Discussion of yellow pages ad deferred to Publicity-Madeleine Baker- 3. Caring Committee - Claudia's report... 4. Communications [Publicity]- Madeleine Baker-Weekly ads continue with some increased exposure to Provocative films notices. We have had some new people come to view films when we feature them in an ad. 5. Fundraising - no report. 6. Landscape - John Hunger-extremely busy at work but will address hedges and he and Steve will work on sign. 7. Membership - Margaret's report included new members: Susan Vaughan, Doris Rasmussen, Carey Battle, and Glenn Smith. Two members were removed from roll: Calvin Wehrle and Jacob Stallard; certification of membership has been submitted to UUA. 8. Program/Worship - The committee held its monthly meeting on February 6. All Sundays in March have speakers. The "theme" for March is "UU Month." Speakers are Margaret Anderson, Alan Griffin, Circe Santaniello, Mike Hennen, and Marilyn Schultz. The April theme is "Generosity," and the month will begin April 7 with Cheryl Henry and Mike Hennen doing a service to launch the pledge drive. 9. Religious Education - no report. 10. Social Action - no report. 11. Supper Circles - Rick reported that 2 per month is working well. 12. Welcoming Congregation -Al reported that a meeting is planned to resume workshops. We are on track toward certification. 	<ol style="list-style-type: none"> 1. Stan will talk with Madeleine about Yellow Pages ad.
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<p>Old Business</p>	<ol style="list-style-type: none"> 1. Building repair to roof-done for \$168 2. Status of church sign-see note from John Hunger above 3. Building Use Guidelines - Task <p>Rick reviewed the old policy and the proposed. Then made 2 motions:</p> <p>Rick moved that that we delete all parts of the "Building Use Guidelines" and Building Use Agreements" and replace them with the following SUGGESTIONS ON CHANGES TO THE BUILDING USE AGREEMENT: (as per the document circulated and now attached)</p> <p>And secondly Rick moved that the Board certify that the Dance Club, the Zen Meditation Group and the AA Phoenix Group as currently making a direct and substantial contribution to the mission of our Fellowship.</p> <p>4. Miscellaneous: Cheryl reported that she bought a floor mat for the back door as per request from A-Team last month.</p>	<p>After discussion ,both motions passed</p>
<p>New Business</p>	<ol style="list-style-type: none"> 1. Request from Hortencia Morales to rent building for child abuse prevention workshop 2. Light fixture proposal from Mardi Mitchell 	<p>Cheryl will contact and use new policy</p> <p>Deferred until Mardi can attend meeting to fully explain</p>
<p>Adjournment</p>		<p>Motion to adjourn at 6:24 pm: Next meeting: March 11, 5:30pm</p>

Respectfully submitted,

Susan Persons for

Elizabeth [Bets] Anderson, Secretary

SUGGESTIONS ON CHANGES TO THE BUILDING USE POLICY

DELETE all parts of the current “Building Use Guidelines” and Building Use Agreement(s) and replace them with the following:

1. All organizations and individuals who wish to use the UUFGC building will submit a signed copy of the appropriate “Building Use Agreement” (see Appendix A) to the Board President at least thirty (30) days in advance. For one-time events in which the President decides that the request either clearly meets or does not meet this policy statement, the President will have the authority to affirm or deny the request. In borderline cases, the President may refer the issue to the Board. Use of our facilities on a regular basis always requires prior Board authorization.

2. All use of facilities must be in accord with the “Our Mission” statement stated in the current *Membership and Information Directory*. One-time use requires that the proposed use contribute in some way to some part of the mission statement, whereas regular use requires a direct and substantial contribution.

3. A check or money order for one-time use of our building will be required one week advance of the use, and calculated as follows:

Reimbursement fee: \$60 per hour, with a two-hour minimum, to a maximum of \$240 per day. A deposit of \$200 is also required. This \$200 deposit is refundable after deduction for any repairs or cleanup expenses. Loss of the building key will result in a total forfeiture of the deposit.

Members who appear on the current list of Certified Members may schedule one-time “Rite of Passage” events such as weddings, wedding receptions, and memorial services without paying a rental fee, though voluntary contributions will be encouraged. The 30 day notice and the deposit will be required.

4. The Board having designated all organizations that make regularly scheduled use of the building as making a direct and substantial contribution to the accomplishment of our mission, these organizations will not be charged for building use, nor will they be required to pay a deposit. However, a distinction will be made between groups that are a ministry of this Fellowship, and therefore not expected to contribute to expenses, and outside groups, which are expected to reimburse the Fellowship of as much of the costs of utilities and building maintenance as they are willing and able.

5. Appendix A: Building Use Agreements

Unitarian Universalist Fellowship of Galveston County
One-Time Building Use Agreement

(Name of Individual or Group) _____

is scheduled to use the UUFGC building on (Date) _____

from (Time) _____ until _____ for (describe the event)

Fee: \$60 per hour, with a two-hour minimum, to a maximum of \$240 per day. An additional deposit of \$200 is also required, regardless of the amount of time used. This \$200 deposit will be refunded after deduction for any repairs or cleanup expenses and return of the key.

A check for the fee and deposits in the total amount of \$ _____ must be given to our Board President or our Treasurer no later than five working days in advance.

The contact person from your organization is:

Name _____ Address _____

Phone: _____ Email _____ who will phone or email our contact person

Name _____ Address _____

Phone: _____ Email _____ no later than three working days before the event. Your contact person will receive a key to the building from our contact person and will be responsible for returning the key to him/her no later than five working days after the event **or your deposit will be totally forfeited** (sorry, rekeying the building is very expensive).

You are expected to leave the building in the same condition you found it. Your deposit, minus any charges for repairs or cleaning, will be returned within seven working days of our getting our key back.

By renting the facility to your organization, we are providing you will only a mere license for use during the stated rental period. We provide no supervision or control over the property during that period. You agree to hold us harmless for any liability or damage that may arise out of your rental. You agree not to suggest or imply in any way that your event is sponsored by us.

By signing below, the authorized representative agrees to the above terms and conditions.

Authorized signature of rental group _____

Date _____

Authorized signature of UUFGC _____

Date _____

**Unitarian Universalist Fellowship of Galveston County
Regular User Building Use Agreement**

(Name of Group) _____

is scheduled to use the UUFGC building every _____

from (Time) _____ until _____ .

Our normal rental fee is \$60 per hour, with a two-hour minimum, to a maximum of \$240 per day, with an additional refundable deposit of \$200.

However, since our Board of Directors has voted that your organization is making a direct and substantial contribution to our mission, we consider you a partner in our ministry and gladly waive both the rental and deposit during the period from the signing of this agreement to the expiration of the term of the current Board of Directors, _____ . This agreement may be renewed annually with the consent of both parties.

We would, however, ask that you do make regular voluntary contributions towards defraying the expenses involved in your use of our facilities, to the extent you are willing and able.

The contact person from your organization is:

Name _____ Address _____

Phone: _____ Email _____

Please keep us apprised of any changes to the above.

By allowing you to use our facility, we are providing you only a mere license for use during the stated period of use. We provide no supervision or control over the property during that period. You agree to hold us harmless for any liability or damage that may arise out of your use of the facility.

By signing below, the authorized representative agrees to the above terms and conditions.

Authorized signature of organization _____

Date _____

Authorized signature of UUFGC _____

Date _____