



August 21, 2007
Tapestry Board of Trustees Meeting Minutes

Call to Order, 7:05 p.m., followed by delicious soy ice cream, opening words and check in.

Attendees: Reverend John Millspaugh, Tara Sayre, Penny Kinnear, Richard Jagielko, Connie Pursell, Julia Rampone, Laura Jackson, Michael Boys

Absent: (none)

Guests: Bev Huff; Jan Meslin

Process Facilitator: Connie Pursell

Agenda and Approval of Last Month's Minutes

1. Agenda approved w. amendment – MSP
2. Opening words – 2 poems from Mary Oliver's book read by Rev. John
3. Revised Minutes from July reviewed, approved with previous changes – MSP

REVIEW OF ACTION LOG

See Action Log at the end.

CONSENT AGENDA

None

NEW BUSINESS

Green Sanctuary – Bev Huff

- Handouts provided. Explained the program. Reviewed current accomplishments in this area and possible next steps. Recommend proceeding to participate in this certification process. Women's Wisdom circle letter strongly endorsing the program was shared. The board expressed appreciation for Bev's efforts to date. Requesting boards approval to proceed with the process of becoming a green sanctuary. The current environmental group within social action will need to become the green sanctuary committee within social action committee (no new committee chair). Motion to sanction a green sanctuary committee at Tapestry. MSP. Committee to take care of the details.

OCCCO – Jan Meslin, Tara Sayre

- Explanation of OCCCO was provided. They are trying to have a south county organizer. They now have funding. Asking whether we want to participate and/or contribute financially at this time. Considering postponing a decision until next board meeting after a small group meets with Debbie Phares after she presents her findings to the congregation on September 16. Michael Boys will talk to Debbie before the next board meeting. Jan Meslin will provide contact details for Debbie Phares to Michael.

Changing Banks

- Penny and/or Julia would like to change banks for convenience. Michael will provide contact information for Wells Fargo to Julia. Julia will make sure it will not cost us. Wells Fargo should be the most convenient. Motion to move non-CBT accounts to Wells Fargo Bank subject to any pending research on cost. MSP

Minister: Rev. John Gibb Millspaugh

Director of Religious Exploration: Katelynn Hassler **Office Administrator:** Mary Halunka

Affiliated Community Minister: Rev. Sarah Gibb Millspaugh **Minister Emeritus:** Rev. Robert Jordan Ross

President: Tara Sayre **VP Finance:** Julia Rampone **VP Operations:** TBD

Treasurer: Penny Kinnear **Secretary:** Laura Jackson **Trustees:** Richard Jagielko, Connie Pursell, Michael Boys

REPORTS:

Minister's Update

None; reminder there is always a minister on call during the summer and Tara will be the liaison.

VP of Finance Report

- July is fine but not sure about the rest of the year due to lost rent from 1 renter. There is an ad in craigslist but each month we are losing rent income we had in the budget. Request the board to help find others to rent some space. Tell a friend! Consider more advertising, free and paid if something seems like a good way to get a renter. Julia donated an external 40GB hard drive which will be taken off site by Mary for improved security.

Treasurer Report

- Reports provided in advance for review. Looking good for Capital campaign and emergency/unrestricted fund. DRE 401K starts this month.

VP Operations/Nominating committee Report

- SDA signed new lease with 10% increase in rent. John and Tara working on a possible VP Ops.

OLD BUSINESS

Board retreat date – 9/15, 9/22, 9/29, 10/6, 10/20

- 9/22 is best for most. Time 9am-4pm. Venue TBD.

SDA lease renewal - \$1350/mo

- Done

OCUUC meeting (and dinner)

- Tomorrow's objective is to set out a charter for the task force. What will they do, how will the task force communicate and report back. Feedback from board on first meeting with Orange Coast was shared with John.

Policy for income / cash/checks management

- Julia highlighted key points. Simple lockbox to be added to Mary's desk for security. Mail handling procedures and need for policy for 2nd person should present for counting cash, to protect counter from suspicion. Board shared feedback on Julia's document. Counting cash between service – find volunteers rather than Mary doing it, count and seal the envelope. Possibly have the ushers do it. If ushers are related, they should find another volunteer to assist for optimal security. Discussed that opening John's mail is OK unless it seems personal which has worked so far as a policy. Additional feedback to be emailed to Julia directly.

CLOSING

No notes taken. Discussed briefly how to keep on track in future meetings, do we need to make any changes to meeting. Use board meeting request form to help keep guests portion as tight as possible.

Acronyms

MSP – Moved, seconded, and passed

ADJOURNMENT– we moved to adjourn at approximately 9:29pm. MSP.

Attachments:

- Decision Log
- Action Log
- List of Parking Lot Issues

Tapestry Board Decision Log – starting July 2007:

Date	Topic	Discussion/Action	Requesting Person	Decision
7/17/07	Committees	Laura Mazzullo and Melanie McCullough will be co-chair s of Ways and Means.	Tara Sayre	approved
8/21/07	green sanctuary	Board sanctioned a green sanctuary committee at Tapestry	Bev Huff	approved
8/21/07	Banking	Transfer non-CBT accounts to Wells Fargo Bank subject to any pending research on cost.	Julie Rampone	approved

Tapestry Board Action Log – updated 08/21/07:

Date Proposed (P) Most Recently Reviewed (R)	Topic	Discussion/Action	Responsible Person	Status
P – 8/3/04 R - 9/13/05 R – 10/18/05 R – 02/21/06 R- 07/18/06 R – 12/12/06 R – 4/17/07 R– 5/15/07	Board Director Role & Committee Chair Role Descriptions	Lynn sent out templates of Board positions. Annual review of Board positions. Needs President and VP of Finance. Position descriptions for committees have not been done.	Tara Sayre, Lynn Cowan	OPEN Will be available in June. Mary Pax working on a position description for VP Finance to give to Julia. Lynn may also have something she can pass on.
P-8/15/06 R-09/19/06 R – 12/12/06 R – 2/20/07 R – 4/17/07 R – 6/6/07 R – 7/17/07 R – 8/21/07	Personnel Manual	Take one that is used by another UU congregation and modify. Connie found 3 possible policy documents.	Connie	OPEN – Connie to send current best fit to the board to start from. Connie will set up an ad hoc committee to take the chosen manual and make it our own. John will advise. On 7/17/07 Connie reported there may be an issue w. overtime, practice vs. stated policy vs. state labor law requirements. She and Julia and John will discuss further off line. Starting Part 2
P – 12/12/06 R – 1/16/07 R – 4/17/07 R – 8/21/07	Investigate change to board of Trustees	Possible bylaws change/impact	Penny	CLOSED, changes now that Mary Halunka is assuming the role of Financial Secretary, may

Date Proposed (P) Most Recently Reviewed (R)	Topic	Discussion/Action	Responsible Person	Status
				need more work on details.
P – 2/20/07 R – 4/17/07 R – 6/6/07	Security of Cash on Hand	John and Mary to discuss requirements and options off line	John, Julia and Mary	OPEN; On 6/6/07, discussed possibility of getting a small safe that we can bolt to the floor. . At present we have a cabinet w. a drawer that locks.
P – 4/17/07 R – 5/15/07	Comprehensive Plan	Need to update comprehensive plan. Send latest versions to Lynn Cowan.	Tara Sayre, Connie Pursell	OPEN, changed to be included in June meeting if possible. On 6/6/07 Lynn reported there will be progress some time after July 1 after Lynn gets a committee together.
P – 7/17/07 R – 8/21/07	Lindsay Bequest	Write a nice letter of acknowledgement to Harry Lindsay's family; Julia has the address.	Laura	CLOSED Completed, will send to Mary for printing and mailing.
P – 7/17/07	Lindsay Bequest	Purchase a Lucite block or other suitable remembrance that can be presented to Harry Lindsay's family.	Connie	OPEN
P – 7/17/07	Should we authorize a standing order to UBS to sell stock on first of each month and put the proceeds in our PACE investment account?	Draft the wording from Julia's draft letter to Ryan Shubin into a board policy in our standard format. Further discussion to ensue after draft is created.	Connie	OPEN

PARKING LOT

P - 7/6/04 R - 9/13/05 R - 10/18/05 R - 02/21/06 R -09/19/06	Document Retention & Control	Draft a proposal for UUCSC document retention and control.	Lynn Cowan	OPEN Lynn Cowan is writing guidelines
P - 7/6/04 R - 9/13/05 R - 10/18/05 R - 02/21/06 R-09/19/06	Fire and Safety Evacuation	Policies to be developed with UUCSC Committees for fire safety and evacuation procedures.	Lynn Cowan	OPEN There isn't a periodic inspection. Lynn is writing a policy.
P - 8/3/04 R - 9/13/05 R - 10/18/05 R - 02/21/06 R-09/19/06	Knowledge Repository	A knowledge storage approach (electronic data bank/CD) is being researched. Will be discussed with David Salahi for suggestions he might have about how it might be done and to identify what the ongoing management needs would be.	Dave Kinnear, Lynn, David Salahi	OPEN