

First Universalist Church of Yarmouth, Maine
Minutes of the Meeting of the Board of Trustees
February 18, 2007 4:00 – 6:00 PM

Attending: Anne Turner, Barbara Trentacosta, Marge Titcomb, Sue Myers, Diana Levin, Isabel Denham, Jane Cleaves, Roger Comstock, Rev. Gail Collins-Ranadive.

Unable to attend: Debbie Woodbury, Steve Thomas, Ken Nye, Jenn McAdoo, Jane Makela

Meeting commenced at 4:00.

Reports

- ❖ Minister's Report: Rev. Gail worked together with First Parish and the Methodist Church in honoring P. D. Merrill's life in a service February 15. Rev. Gail started up an adult RE offering "From Age-ing to Sage-ing" which 24 members are participating in. The midyear interim evaluation was emailed to the UUA.
- ❖ Steeple Project Committee Report: Although internal fundraising has been suspended until after the Annual Campaign, the Committee reports that it has now raised enough money to begin repair of the belfry (Phase 2); Aaron Sturgis will begin this phase as soon as weather permits.
- ❖ Ministerial Search Committee Report: The Committee is in the midst of meeting pre-candidates. The Committee hopes to make its recommendation in about a month from now.
- ❖ Buildings and Grounds Report: The Irving Oil company installed a new oil tank, new oil lines and 2 high-efficiency boilers on February 16. Follow-up work will include rebuilding the furnace room door area, patching holes in the floor of the upstairs closet and installing a fireproof suspended ceiling in the furnace room.
- ❖ Religious Exploration Report: The Village Nursery School (VNS) has notified us that they must vacate their space at First Parish by the end of May, so the timeline to clean out excess belongings has been accelerated. Board members welcomed and approved the offer by the VNS staff to run the yard sale for us; all proceeds will go to our church.
Jenn's report reminded us all of the upcoming Feb. 25 Chill-Chaser Potluck.
On Celebration Sunday, March 4, the RE Program will bring in (thanks to a generous donation from Phil Jackson) a guest musician to lead singing with the children during the worship service.
- ❖ Welcoming Committee: New members will be recognized fairly soon after joining the church. Marge and Rev. Gail will coordinate presentation of the 3 new members during Joys & Concerns.
- ❖ Office Administrator's Report: The 5 members of the Nominating Committee are Debbie Woodbury, Sarah Marshall, David Kolb, Jack Riordan and Ken Nye (Ken will join on July 1, after his term as President.) They will begin the search for new Board members by April 1; **current Board members whose 2-year terms ends this July and who would like to be considered for a second term should contact Debbie before the March 18th Board Meeting.**
With the help of Jane Makela (and feedback from Isabel, Marge and Jenn), Debbie drafted a contract for the Village Nursery School; the VNS is currently reviewing it.
The Craft Chairperson for the Clam Festival, Leah Guay, has suggested we take on serving pre-made meals to the crafters in their booths during the Festival. We would need a team of 4-5 people dedicated to this potentially lucrative project.
The Board endorsed Rev. Gail's asking Ken to be 'on call' during the weekend of Feb. 23-25, as Debbie, Jenn, Rev. Gail and Angie will all be out of town for that weekend. As we spoke of emergency protocol policy, Marge assured us that this protocol will be included in the Policy & Procedure Manual currently being revised.

- ❖ Treasurer's Financial Report: Roger's report notes that although we have a current surplus of \$14,000, this amount is expected to diminish by year's end in its normal cycle. Our cash position is adequate, even having paid for the new furnaces. The subject of church endowments came up and **it was noted that we need to form an Outreach Reserve Fund**. This should be discussed in future visioning and planning.

Actions

- ❖ Loan Implementation: This week the congregational loan program will be presented to leadership donors targeted for Annual Canvass phone calls. The program entails 5-year loans, interest rate set by the lender, with payments of interest-only for 5 years and principal paid at the end of the loan's term.
- ❖ Canvass Update: The top 31 pledgers will be phoned the week of Feb. 18-24 and asked to commit to attending Celebration Sunday, March 4. They will also hear of the member loan program as noted above. **All Board members are asked to attend March 4 in order to pledge their inspired support.**
 - Tying into the Canvass, the title of the Worship Weavers' February 25th sermon is "This I Believe -- Feelings on Faith."
 - Steve Thomas will be photographing** the Celebration on March 4.
 - The musician entertaining the children will allow RE teachers to be upstairs during the worship service, as well as attend the Fellowship Hour without responsibility for overseeing children.
 - To share the honor of hosting Rev. Sinkford, the NE District Board and ministers and presidents of all UU churches within one hour of Yarmouth (about 50 people) are being invited to a 1:00 pm luncheon at the Swardlicks' home.
- ❖ General Assembly will be in Portland, Oregon on June 20-24. Roger will be going; Marge & Rev. Gail may also attend. UU University precedes GA from June 19-20. Registration for GA begins March 1.
- ❖ Upcoming Dates:
 - The Board set the **By-Law Information Sessions as April 15 and May 20.**
 - The UU Principles and Purposes Workshop which the UUA has invited all congregations to participate in was discussed. Having discussions in small group format was mentioned, but not strongly supported. The Workshops would be the responsibility of Denominational Affairs and could be a May activity or even delayed until the fall.
 - **The Annual Meeting was set as June 3rd**, following the worship service. Childcare and food will be available.
- ❖ District Award News: Nominations for District Awards will be announced at the District Meeting on April 29. **The nominations from First Universalist will be announced during our worship service on March 25 and will be published in the April newsletter.**

Visioning and Planning

- ❖ The Board Measurable Objectives were reviewed and updated:

Marge reported that, working with **Debbie and Sue M.**, the Personnel Manual is almost done(Objective 2E); the Policy & Procedure Manual (2D) will be initiated March 5. Board visibility—with members opening worship services (2F), Board minutes posted on the website(2G) and photographs of Board members posted in the vestry(2H)—has been significantly enhanced. Under Building Renovation objectives, **Ken** is completing the Easement Document (3C) and will form a small group to help decide on the shape of the property; **Sue M.** volunteered and **Jenn** and **Sarah** will be asked to join this effort. **Anne T.** volunteered as liaison to the Welcoming Committee, charged with creating a rotating coffee hour "greeter" system in place by April 1 (4A). **Isabel** will expand the Denominational Affairs Committee by April 30 (4B) and engage the new

members to attend the District Meeting (4C). Green Spirit members **Marge, Janice Tooker, Susan Howe, Sue Abel and Mary Louise Haskell**, following the GA resolution, are maintaining a strong presence monthly. **Diana** will recruit assistance for the April 7 Jazz Concert (4E). **Diana** also volunteered to work on increasing the number of new volunteers on committees (5A). **Anne T.** will endeavor to revitalize Faith in Action by June 1 (5C). The Congregation Conversations have been occurring regularly (5D); *we need to consider identifying someone to talk with our new minister to continue these conversations next year.* March 13th and 27th are set as dates for newcomer orientation (5E). Recognition of District Awards will occur during worship service March 25th (5F). **Ann Nye** has agreed to organize regular community suppers (5G); the first Chill-Chaser Potluck will be Feb. 24th.

Closing

Unsung Heroes for this month are: **Pete Titcomb**—for overseeing the furnace project the entire week of Feb. 11-18. **Brent West & Phil Jackson**—for sharing their financial experience and wisdom; **Tammy Bevins and Elaine Mahoney**—for their dedicated RE curriculum planning; **Ami Robbins**—for championing the effort which moved the Town Council to unanimously declare Yarmouth a “Cool City”; **Sarah Marshall**—for her inspirational and creative design of the Canvass brochure; **Tom McAdoo**—for donating the printing of the brochure.

The Meeting was adjourned at 6:00 pm. **The next Board Meeting will be Sunday, March 24, 4:00-6:30pm.**

Respectfully submitted,
Barbara Trentacosta, Clerk