

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes - July 10, 2007

Present:

Mike Haynes, President; Gwen Childs, Vice-President; Jeffrey Bennett, Treasurer; Carol Floyd, Secretary; Martin Woulfe, Minister, Carley Mattimore, Delinda Chapman Henry Farrington, Scott Wade
Patricia Hunt (guest, possible fundraising event)

Absent:

Ceceilia Haasis, Bill McCall

The meeting was called to order at 7:10 pm

Check-in. Attendees to the Board meeting shared personal experiences and milestones over the past month.

Inspirational reading: Gwen Childs read an item which originally appeared in the Readers Digest by Sydney J. Harris "I pride myself on being intelligent"

Patricia Hunt was invited to present the concept of Dog Days of Summer, which she had developed with her daughter Ashley (this is not a Fellowship Committee proposal). This undertaking is meant to be a fundraising event to support purchase of playground equipment. It would allow people to spend a day having fun with their dogs; and also local businesses which sell pet products or services to give free demonstrations and sell their merchandise. There would also be entertainment, vendors, and food. Vendors and adults (but not dogs or children) would have entrance fees. Patricia proposed that vendors be solicited with a cutoff date so that the undertaking could be put on a back burner if few businesses were interested in participating. Questions raised included: Do you use the church grounds or another site? Given the nature of our grounds, how do you control paid access? Can this event be done without the church budgeting startup and bearing significant financial risk? (the budget does not include start up for this) What are insurance and legal responsibilities--on other grounds or on our grounds? It was also mentioned that a date in September might result in cooler better weather and that possibly lead time considerations might make it more feasible next year

A motion was made, seconded and approved that that the event proposers continue to explore the feasibility, possible approaches, and time frames for a dog fair event.

The Minutes for the June 5 Board meeting were approved. In future months, the second draft of the minutes will be entered on the website so that Committee chairs have the information available before Committee Night. That is not feasible this month due to the late date of the Board meeting necessitated by the July 4 holiday.

Treasurer's Report. The Treasurer Jeffrey Benefit gave a brief financial report that included a description of his transition into the role.

Minister's Report: Martin Woulfe described his summer schedule that involves no Sunday sermon until 8/27 but continued Sunday visibility, administrative work, organizational work, weddings, and steady pastoral care. This high profile during recent summers has led to increased

signing of the book during the summer months. Scott Wade also described how the Minister's Blog works

President's Report: Michael Haynes briefly described his experience with General Assembly in Portland and some of the materials he had gathered that others might use.

Committee Liaisons. Jeff Bennett as Treasurer is ex officio member of the Finance Committee.

The following liaison assignments were affirmed:

Scott Wade—Religious Education plus, on an interim basis, Electronics & Communications

Delinda Chapman—Fellowship

Bill McCall—Membership

Carley Mattimore—Social Action

Gwen Childs--Facilities

Henry Farrington—Finance

Ceceilia Haasis will be invited to be liaison to the Program Committee

Calendar considerations for a Committee Fair to help recruit new committee members were discussed. Choosing either September 16 or 23 is likely as they are Sundays when Martin is in the pulpit; this should be coordinated with a potluck Sunday.

Playground/Piano Fund Details. The Board looks to the Finance Committee for advice on how these fundraising undertakings should be managed. Speaking to one particular aspect, Board members expressed doubts that the "refunding" issue raised at the Annual Congregational Meeting would be encountered if a cumulative approach were taken. In the case of the piano, also, an additional significant gift to the congregation is now pending. In the case of the playground equipment, not everything has to be purchased at once

Request to use building by Brownie troop. A member of the congregation has requested use of the building (rental fee waived) for twice monthly meetings of a Brownie troop she leads and related activities. The Board noted a desirable public service aspect and discussed various feasibility aspects including conflicting activities, building wear and tear, and snow removal. A motion was made, seconded, and approved that allows Amanda Mueller to use the building facilities (fee waived) on two Tuesday nights a month for the current year—with special events to be dealt with on a case by case basis.

At the end of this period, the desirability and feasibility of waiver for this type of use can be better assessed.

Recruiting and selection of office manager. The job ad has appeared in the SJR, applications are being received thru July 27, and after initial screening up to 3 applicants will be tested on use of computer programs and other office skills. Individuals to serve on an interviewing committee are being identified. It was moved, seconded, and approved that \$150 be allocated for an outside contract for the testing process.

Severance pay for incumbent of office assistant position. As this position is being eliminated, the Board has determined that it is appropriate to pay severance—the calculation is based on two weeks pay for each year of service, rounding up to the next whole month. Rounding up, this calculation results in a payment of \$800. It was moved, seconded, and approved that severance of \$800 be paid to Stacy Tischkau, the incumbent of the office assistant position.

Contract for office copier. Martin Woulfe described the contract terms for the copier for the fiscal year. It was moved, seconded, and approved to ratify the contract for the copier covering one fiscal year.

Committee on Ministry appointment. The Committee on Ministry will be making an additional appointment due to the vacancy created when Gwen Childs was elected vice president of the Board and therefore resigned her position on the Committee on Ministry. It as moved, seconded and approved to sign off on the list that the Committee on Ministry has prepared to work with when making the appointment, with the removal of the name of one individual who is a friend of the congregation rather than holding membership status.

Board planning meeting. Observing that a very helpful planning meeting had been held a year ago as a kickoff for last year's board, Mike announced that he wanted to hold a similar planning meeting on a Saturday involving as many board members as possible. He will send out a follow-up email for the purpose of scheduling.

Scheduling of space in the building. Martin observed that the internal demand for space use has increased as the congregation has grown and activities have diversified. He has put together a second more visually helpful calendar using a dot system to supplement the first calendar that continues to exist. He suggested that a "committee on committees" concept be discussed at the planning meeting as a way to coordinate an increasingly complex organizational configuration and set of activities. More attention needs to be given to ensure that everything get on the calendar so that we do not run into cases of space being double scheduled for the same day and time.

The next Board meeting will be held on Tuesday August 7, 2007 at 7:00 pm. An inspirational reading will be provided by Jeff Bennett and snacks will be provided by Henry Farrington.

The meeting was adjourned at 9:23 pm.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – August 7, 2007

Present

Mike Haynes, President; Gwen Childs, Vice-President; Carol Floyd, Secretary
Martin Woulfe, Minister, Delinda Chapman, Henry Farrington, Scott Wade

Absent

Ceceilia Haasis, Bill McCall, Carley Mattimore

The meeting was called to order at 7:05 pm

Check-in: Attendees to the Board meeting shared personal experiences and milestones over the past month.

Inspirational reading: Carol Floyd read excerpts from Jack Kornfield **A Path with Heart** - a portion relating to Wakefully Making Mistakes Along the Way

The Minutes for the July 10th Board Meeting were approved.

Minister's Report: Martin's report summarized his activities since the last Board meeting.

Committee Reports: Brief Committee Reports were provided for Finance, Religious Education, Fellowship, and Facilities

Committee Fair: September 23 was identified as the likely day for a Potluck and Committee Fair which would include providing information about the various committees and recruiting new committee members.

Fundraising for the Piano and for the Playground

The Board at its July meeting had requested Finance Committee recommendations on handling details for the two fundraising initiatives. Henry Farrington presented the following guidelines which the Finance Committee recommended for Board consideration

These recommendations are:

- Pledge drives should be conducted for each project. The pledge drives should be for a period not to exceed 12 months.
- The Playground Pledge drive should make it clear to the donors that there will be a dollar-to-dollar matching up to \$10,000.00 and in the event that the total goal is not reached at the end of the pledge drive, the amount collected from these pledges will be used for the playground.
- The Accountant should establish line items set asides of \$10,000.00 each (from the Ruth Heckathorn memorial gifts) for the Playground Fund and the Piano Fund
- The Piano Pledge drive will also be a dollar-to-dollar matching up to \$10,000.00. Pledges and other donations will need to be tracked so that donors will not deduct donations (for Tax purposes) until the goal is reached or a refund or pledge cancellation is in order.
- Appropriate Memorial Plaques should be considered for each project.

It was explained that the playground and the piano were treated differently because the piano was all or nothing whereas the playground had sub-elements that could be purchased even if fundraising did not reach the total desired.

A motion was made, seconded, and approved to adopt these guidelines with the additional specification that Piano Pledge Drive should initially be pledges only with payment to be requested only when it was clear the goal would be reached.

The specification added to the piano guidelines was intended to ease both individual personal planning and church recordkeeping especially meeting our responsibilities for tax reporting on charitable giving.

Treasurer position: Jeffrey Bennett has tendered his resignation as Treasurer for personal reasons. The Board regretfully accepts his resignation and thanks him for his service. The past treasurer, Tina Layer, is assisting the Board President until the Board appoints a new Treasurer

Updating computer. A motion, was made, seconded, and approved that up to \$200 be allocated to upgrade the RAM and video card in the computer in the church office.

Appointment of Office Manager: The search process for a half time office manager started with resumes and continued with interviews and outside testing of office and computer skills for finalists. The Board approved the appointment of Cheryl Wycoff to that position effective as soon as feasible

Software addition. A preliminary discussion was led by Scott Wade about what church management software program if any should be purchased in terms of initial purchase price, annual fee, and advantages and disadvantages of various features. Additional inquiries are being made with middle sized UU churches including those in Central Illinois about how things have worked in actual practice. A potential donor of the software also will be contacted.

Board goals for this church year. Delinda was thanked for the notes she had made from the Board planning session held on July 28. It was agreed that these would be discussed further at the next meeting with the intention of developing a set of Board goals for the year that ends June 30, 2008.

There was a short discussion of various activities. It was suggested that attention be given to recruiting a new Membership Chair in the very near future and that greeting before the service be made more systematic. Also, there was some discussion of the concept of developing a signature program which was deemed probably not feasible for a congregation our size and with our current developmental status and other priorities.

It was moved, seconded and approved that a Marina V. concert be scheduled for December 21, that an intermission be required, and that the same revenue sharing arrangement as was used last year be continued.

The next Board meeting will be held on Tuesday September 4, 2007 at 7:00 pm. An inspirational reading will be provided by Scott Wade and snacks will be provided by Delinda Chapman.

The meeting was adjourned at 9:17 pm.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – September 4, 2007

Present

Mike Haynes, President; Gwen Childs, Vice-President; Ken Wade, Treasurer
Carol Floyd, Secretary; Martin Woulfe, Minister
Delinda Chapman, Henry Farrington, Carley Mattimore, Bill McCall, Scott Wade
Cheryl Wycoff (guest, office manager)

Absent

Ceceilia Haasis

The meeting was called to order at 7:05 pm

Check-in. Attendees to the Board meeting shared personal experiences and milestones over the past month.

Inspirational reading: Scott Wade read Believe “In an Age of Nothing”

Treats were provided by Delinda Chapman

Office Manager. Board members welcomed our new office manager, Cheryl Wycoff. She described her efforts to reorganize the contents of active files, and to identify and draw up lists of materials for archiving.

The Minutes for the August 7 Board meeting were approved.

New Treasurer. The Board ratified its previous approval by email communication of the appointment of Ken Wade as Treasurer for an unexpired term ending in 2008 and welcomed him as member and officer of the Board. (Service resulting from appointment rather than election does not count toward term limits).

Minister’s Report: Martin’s report summarized a written report of his activities since the last Board meeting. Highlights include details relating to two concerts, inquiries from workshop providers, attending UIS orientation with Linda Haynes, activities relating to the new church year, and pastoral visits.

President’s Report. Mike Haynes summarized efforts taken by CUUPS to more fully integrate itself into ALUUC. This includes tightening up its framework consistent with UU principles, moving its website into the ALUUC website, and requiring new members to participate in the New to UU class.

Treasurer’s Report. Ken Wade led discussion of the flow of financial information to Board members and to committees.

Committee Reports: Brief Committee Reports were provided for Finance, Electronic Communication, Aesthetics, Facilities and Fellowship; Regarding wall displays, it has been decided that the front hall walls are reserved for UU content with material specific to other

religions to hang in the back of the church. Also was discussed was the need to reconstruct past background work on hearing assist items prior to purchasing the items. The Board was especially pleased to hear of all the hard work on the last Facilities Saturday workday.

Land problems. Problems were noted with nearby farming-- harvesting occurred on our parking lot; also legal issues need to be pursued to stop adjacent farmer from using about a 10 foot width of our land for crops.

Signage. We need to find a way to get appropriate signage along the highways as it is difficult for newcomers to find the church since road changes. We will ask Kurt DeWeese to pursue this; Carol Floyd will send him a background email based on her handwritten notes from last spring from talking with ALUUC member Linda Wheeland in the County planning office. Avenues to be explored include road right of ways and also private land.

It was moved, seconded, and approved that up to \$200 be allocated for signage with nothing expended until we thoroughly understand the rules. (It may be that the County will provide the signs and it may or may not charge for this.)

Computer Programs. As a result of discussion in the past month after receipt of a recommendation from Victoria Vincent, the judgment has been made that it is more cost effective to update the Excel program rather than to obtain specialized church software which has both a substantial initial purchase price and annual fee.

Committee Fair: September 23 was identified as the likely day for a Potluck and Committee Fair which would include providing information about the various committees and recruiting new committee members. One conclusion was that recruitment priority that day should be to find chairs and new members for Membership and for Social Action.

The following questions were raised about how to organize the Membership and Publicity functions

--how do the functions fit together? how should they be integrated?

--how do we make sure we have good coverage of greeting and ushering?

Fundraising for the Piano and for the Playground. Kickoffs for these two campaigns need to be organized

Board goals for this church year. Discussion of the notes Delinda Chapman prepared from the Board planning session held on July 28 was postponed to the October Board meeting. It was agreed that these would be discussed further with the intention of developing a set of Board goals for the year that ends June 30, 2008.

SOS. Henry Farrington reported on the expectations that the Salvation Army had of the individuals from ALUUC who might volunteer with ALUUC to serve food at SOS. Consensus was reached that our displeasure with these expectations should be expressed given that this was a cooperative rather than SA activity and the individuals were ALUUC volunteers not SA volunteers, Objection was strongest to inclusion of the Social Security Number and signing the Salvation Army mission statement.

Rental Policy. A question was raised as to whether rental fees were ever waived for fundraising events of other non-profit organizations. It was agreed that we would track down existing policy

requirements and related practices. The initial memory was that this could be done for a very limited number of groups during the year and that Social Action did the initial review of applications

The next Board meeting will be held on October 9, 2007 at 7:00 pm. This is an exception to the ordinary first Tuesday calendar slot because Board members will be busy with others preparing for the Trash and Treasures Sale. An inspirational reading will be provided by Henry Farrington and snacks will be provided by Bill McCall.

The meeting was adjourned at 9:16 pm.

Informal Discussion
September 27, 2007

Present: Mike Haynes, Gwen Childs, Ken Wade, Carol Floyd, Rev. Martin Woulfe, Delinda Chapman, Henry Farrington, Bill McCall, Scott Wade
Absent: Ceceilia Haasis, Carley Mattimore

The purpose of the meeting was limited to reviewing fundraising for the Piano and for the Playground, the framework for which was set by action at the June Congregational Meeting. Kickoffs for these two campaigns are being organized with a mailing ready to go for a fundraising event for the Playground on October 20th.

The Board will continue discussion of possible Board goals for the year that ends June 30, 2008 at the October Board meeting. One concept that emerged in the conversation is the need to start amassing resources that can function as down payment on the church's future—in the same way a household saves for a house down payment while at the same time thinking through its plan for its future.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – October 9, 2007

Present

Mike Haynes, President; Gwen Childs, Vice-President; Ken Wade, Treasurer
Carol Floyd, Secretary; Martin Woulfe, Minister
Delinda Chapman, Henry Farrington, Bill McCall, Scott Wade

Absent

Ceceilia Haasis, Carley Mattimore

The meeting was called to order at 7:05 pm

Henry Farrington read an inspirational reading.

Bill McCall provided snacks.

The Minutes for the September 4, 2007 Meeting were approved. The summary of a supplemental Board discussion on September 27, 2007 was also OK'd.

President's Report: Mike Haynes noted the success of the Trash and Treasures sale.

Minister's Report: Martin's report summarized a lengthy written report of his activities since the last Board meeting and planned activities for the next month. Highlights include arrangements for memorial services for Alice Kaige; and his discussing the wedding officiant policy with two interested individuals;

Recruitment of committee chairs and members: At the September 23 Committee Fair, Renata Buchloh agreed to be Membership and Publicity Chair. Additional members have also been recruited for Social Action but a chair still needs to be found.

Committee summaries were provided for the Finance Committee and Aesthetics Committee. Henry Farrington reported on Finance Committee discussions on subdividing the management of various fund categories not immediately used for operating purposes (Kurt proposing), a gravel extension of the parking lot (Kurt was pricing it), and obtaining hearing-assist-instruments which will be supported by a special gift already received.

Gwen Childs reported on various requests the Aesthetics Committee would be sorting through—there was a need to more systematically collect information and then prioritize it

Detailed planning for playground. Now that fundraising for the playground is underway, Gwen Childs noted the need for those most directly involved to begin more detailed planning: alternatives for specific pieces of equipment, costs, where they might sit. This would include: various sources of information, planning strategies, secondary markets, and division of labor. Gwen and Kent had completed the extent of what they were in a position to do.

Discussion of a Committee on Ministry appointment was postponed to the next Board meeting.

Treasurer's Report: Ken Wade reviewed the information in a first quarter report on pledges and other income that is now being generated by the Office Manager using EXCEL. Reminders will be sent to pledgers at the end of 6 months of this fiscal year confirming payments to date and the amount remaining on the pledge.

A UIS student group requested permission to hold a pancake breakfast the revenue from which would help support an international trip for educational purposes that also has social action implications. It was moved, second, and approved to permit the UIS student group to hold the breakfast.

The Board discussed how it might update and enhance strategic planning. The February 2005 strategic planning report (which updated a 1999 strategic plan) was distributed by Henry Farrington.. Delinda Chapman led discussion to identify some possible themes. A listing separate from these minutes was compiled listing these themes as one starting point for discussion at a Board retreat which will be scheduled. Delinda Chapman was given the assignment of finding a retreat date and possibly a location for the retreat. The retreat will probably be held at the congregational building assuming space is available when needed.

The brainstorming included a variety of facilities issues which are not new and are relatively compelling to address in the near future. These include a lawn mower, storage of church records, storage of equipment, and improved internet provider

A variety of tasks were assigned:

Efficiencies of storage: Gwen Childs

Estimate on new and larger storage: Henry Farrington

Internet provider improvement: Scott Wade

New Mower: Scott Wade

Internship options: Martin Woulfe

The next board meeting will be held November 6th. Ken Wade will provide an inspirational reading. Gwen Childs will provide snacks. In the absence of Carol Floyd, Delinda Chapman will take the minutes of the meeting.

The meeting adjourned at 9:20 p.m.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – November 6, 2007

Present

Mike Haynes, President; Gwen Childs, Vice-President; Ken Wade, Treasurer
Delinda Chapman, Acting Secretary; Martin Woulfe, Minister
Henry Farrington, Ceceilia Haasis, Bill McCall, Carley Mattimore

Absent

Carol Floyd, Secretary

Guest

Kurt DeWeese

The meeting was called to order at 7:06 p.m.

Check-in took place.

Henry Farrington read an Indian 10 Commandments piece.

Snacks were provided by Gwen Childs.

Minutes

A motion to accept the minutes was moved by Henry Farrington and seconded by Bill McCall. The motion to accept the minutes was passed unanimously.

Minister's Report

Martin announced the new members: Virginia Forrer and Stuart Jacobson, and Missy and Eric Thibodeaux Thompson. Two funerals were performed. Buffy Lael completed her first step to be a wedding officiant by meeting with Martin. Martin is going to the ADM stockholders meeting to speak. The finances needed for an intern are \$14,000 for a 10 month experience plus housing. PORA's dinner and auction will be held March 29, 2008, but not at ALUUC.

The Fund Restructuring Resolution was presented to the Board by Kurt DeWeese representing the Finance Committee. (See handout.) The resolution is for managing gifts that are not dedicated gifts. It was suggested that a clause was needed that allows the transfer of monies among the endowment, budget reserve and special projects funds as proposed. (See handout.) Ken Wade moved and Ceceilia Haasis seconded the Resolution be amended to include this clause. The amendment passed. Gwen Childs moved and Ken Wade seconded to approve the resolution as amended. The motion passed.

Kurt reported that the Woodside Township Road Commission will give and install four directional signs on the roads to ALUUC. ALUUC need only pay for the lettering on the signs.

Kurt also reported that the sound system for the hearing impaired will be coming at the cost of about \$1000 from a designated gift.

Kurt also presented the motion that will be presented to the congregation at the congregational meeting on Sunday, November 18, 2007. It was moved by Gwen Childs and seconded by Bill McCall to endorse the motion as presented by Kurt. The motion passed.

President's Report

Mike reported that \$5500 was received from Mark Giesecke, \$5,000 for the piano fund and \$500 for landscaping. Bob Kaige gave \$1000 in honor of his mother, Alice Kaige.

Treasurer's Report

Ken reported that \$2300 was spent for striping the parking lot. Ken developed a time sheet for employees. The employees like it. The funds remaining from the Giesecke donation, \$2381 is all designated for landscaping. The additional \$500 coming from Mark Giesecke will be used for a marker in the memorial garden to say "Giesecke Grove." Ken reported on the pledge update through October 2007 (four months). We are at 29.5% of pledges received.

Committee Reports

Gwen prepared a "wish list" for UU needs/wants. (See handout.) The blue amounts are cost speculations.

The Social Action Committee is organizing a dinner to be taken to Sojourn Center to help at this time of need as they are without a kitchen. Carley is planning to get the Social Action Committee together to encourage a chair to emerge.

The Nomination Committee nominated Eric Thibodeaux-Thompson to serve on the Committee on Ministry. Henry Farrington moved and Ken Wade seconded that the board approve Eric's appointment to the Committee on Ministry. The motion carried.

Scott Wade tendered his resignation as a member of the ALUUC Board of Directors. Delinda Chapman moved and Carley Mattimore seconded to accept Scott Wade's resignation from the Board. The motion carried with regret.

It was moved by Henry Farrington and seconded by Ken Wade to appoint Victoria Vincent as chair and Delinda Chapman and Kent Childs as members of the audit committee. The motion carried.

A suggestion box was requested. The board agreed that it is a good idea and that the suggestions will come to the board with screening done first by the minister who will keep the key.

New Business

Delinda Chapman requested the board help a Springfield ecumenical women's group provide sponsorship/support for bringing Jan Phillips, author of The Art of Leading, to Springfield for a two day retreat in the spring of 2008. The board approved such an endeavor.

It was moved by Delinda Chapman and seconded by Henry Farrington to approve that Buffy Lael be trained by Martin Woulfe and designated as a wedding officiant in training. The motion carried.

Old Business

Henry Farrington reported back on his investigation of the cost of a Bullock garage, 24 x 24. The cost: about \$8500.

Next Meeting

The next meeting will be Tuesday, December 4, 2007. Carley will provide snacks. Ken will do the reading.

The meeting adjourned at 8:59 p.m.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – December 4, 2007

Present

Mike Haynes, President; Gwen Childs, Vice-President; Ken Wade, Treasurer
Carol Floyd, Secretary; Martin Woulfe, Minister
Carley Mattimore, Delinda Chapman, Bill McCall

Absent

Cececilia Haasis, Henry Farrington

Guests:

Scott Wade, Newsletter
John Malan, Stu Jacobson, and Meg Evans, Green Sanctuary

The meeting was called to order at 7:16 pm

Ken Wade read an inspirational item Reading 464 “And then” from the UU hymnal

Carley Mattimore provided snacks.

Newsletter. Scott Wade outlined how he would handle the church newsletter electronically starting early in 2008. The newsletter would provide the content as a .pdf attachment. People who opted out of the email would receive a hard copy in the regular US mail. Everyone’s email address would be confirmed in the near future. Gwen noted positive experience in Connecticut and Martin with a number of other churches.

A motion was made, seconded, and approved to go electronic starting with the February newsletter (that would be available in late January) and to have available a few hard copies. It was understood that it would be tested through emailing the December newsletter (which had already been mailed) and both mailing and emailing the January newsletter. Martin will provide Scott email addresses for other UU churches for use in the emailing process.

Green Sanctuary. Green Sanctuary Committee members explained that they would be making the rounds of various committees to get an understanding of priorities and possibilities. After the past history of the Committee was summarized, the Board agreed that this was not a new committee but rather one that had returned from dormancy. The Committee would be doing an energy audit of the church and would also be exploring possibilities for a windbreak. It was agreed that ALUUC would pay the cost for one copy of the UUA manual for green sanctuary committees (which cost a little over \$20). The Committee would raise future budget issues through other Committees or directly.

Miscellaneous to do list Important tasks discussed at previous Board meetings relating to ALUUC land which remain to be done were noted

--attorney letter (Tom Pearson) to farm owner about respecting boundaries of our land in farming to avoid later claim against ALUUC of squatter rights.

--also warning about prohibition on use of our parking lot for other farm tasks especially harvest equipment use.

Social Action Committee –will be chaired on a trial basis by Rachel and Tom Zehr.

The Minutes for the November 6, 2007 meeting were approved with corrections made to the spelling of the names Virginia Forrer and Stu Jacobson. Delinda Chapman was thanked for producing the November 6th minutes in the absence of the Secretary.

Minister's Report. Martin's report summarized a lengthy written report of his activities since the last Board meeting and planned activities for the next month. Highlights include 4 individuals are seeking to prepare as wedding officiants; a position description is needed for Social Action which includes who is involved and in what way; Martin will be on vacation between Dec. 25 and January 11.

President Report. Briefly noted were the graveling of the parking lot and that the hearing assist system is now in use.

Treasurer's Report. A brief monthly summary was given. Notices will be going out to individuals on status of their pledges and in January for IRS purposes.

Playground Fundraising. It was the consensus that any special offering for the playground taken at the service must be separate from the regular collection and come near the end of the service.

Treasurer's Duties. The next time the bylaws are being updated, the listing of treasurer's duties should be augmented to note quarterly statements to congregation members about the status of their pledges.

Minister's Sabbatical Consistent with his contractual agreement, Martin submitted a plan for sabbatical months to be taken –4 (Feb-May)months in 2009 and 2 (March-April) in 2010—and the research, classes, and visits/study of other congregations that he would conduct during that period of time. He will be on call for pastoral care emergencies and member funerals and weddings during that time. He will not attend meetings or worship services during the duration of the sabbatical. It was moved, seconded, and approved to accept the sabbatical proposal with the understanding that a number of the details will need to be worked out. Further discussion will be needed on coverage of functions during that period of time and necessary budgetary support.

Springfield Overflow Shelter. The Women's League for International Peace and Freedom approached us about use of our kitchen one night a month as a staging area to gather food our members would prepare that they will serve at the SOS; they are willing to deal with the new clearance procedure for entrance to the SA building that is unacceptable to us. It was moved, seconded, and approved that we endorse food preparation in cooperation with WILPF that will involve use of our kitchen one night a month as a staging area to gather food that WILPF will serve at the SOS

2008 Church Annual Meeting Date. It was moved, seconded, and approved to hold the Annual Meeting on June 8th. Sending the newsletter by electronic means will facilitate giving notice about that event.

Keeping track of calendar for various activities

--Delinda Chapman displayed a wall calendar to be used to keep track of accomplishing steps on various activities

--Carol Floyd passed out a listing of calendar deadlines contained in the bylaws pertaining primarily to Board activities in anticipation of the Annual Meeting.

Need to set up a bylaws revision committee to prepare various updates to the bylaws that can be presented for action at the Annual Meeting.

Filling Board Vacancy. The Board signed off on three names for further Nominations Committee consideration to fill the vacancy created by the resignation of Scott Wade.

Administration of Ministerial Salary (Compensation) Package. The Finance Committee has discussed some problems with the administration of the Ministerial Salary (Compensation) Package that are not yet fully resolved and are likely to require some Board action. The Board reviewed a letter from our accountant regarding these problems. That letter did not however identify options to solve these problems. A Special Board meeting will probably be necessary to take action for implementation before disbursements and accounting can be completed within calendar 2007. The advice of Victoria Vincent and Barbara Moore will be sought

:

The next board meeting will be held January 8 (second Tuesday because the first Tuesday is a holiday). Delinda Chapman will provide an inspirational reading. Mike Haynes will provide snacks.

The meeting adjourned at 9:47 p.m.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – January 8, 2008

Present

Mike Haynes, President; Gwen Childs, Vice-President; Ken Wade, Treasurer
Carol Floyd, Secretary
Carley Mattimore, Delinda Chapman, Henry Farrington

Not Present

Ceceilia Haasis, Bill McCall
Martin Woulfe, Minister

The meeting was called to order at 7:10 pm

Delinda Chapman read an inspirational item from Peter, Paul, and Mary, River of Jordan

Mike Haynes provided snacks.

The Minutes for the December 4, 2007 meeting were approved.

Minister's Report. Martin Woulfe's written report summarized his activities since the last Board meeting and planned activities for the next month. (Martin was away on a long planned vacation).

Treasurer's Report. Ken Wade summarized "FY08 Pledge Status Report" and "Income for December 2007". Notices will be going out to individuals later in January for IRS purposes.

Appointing Board member. The Board approved the name of an individual to serve the remainder of the term (ending in June 2009) vacated by Scott Wade. The willingness of that individual to serve will be ascertained.

Bloomington/Normal UU—150th Anniversary . Carol Floyd summarized the interest of the Bloomington congregation (Ed Hines is the person who contacted her) in cooperating with ALUUC on one or more events for their 150th anniversary in 2009. There might be one in Springfield that might involve UUA President Sinkford, a tour of the Presidential Museum, and an event at ALUUC. Further discussion at a later date with Program and Fellowship Committees.

Naming of small rooms. Each of the smaller rooms will be given a name to assist in the scheduling process.

Posters/banners. The concern was raised that posters/banners announcing that we are a "welcoming congregation" and are "religious liberals" seem to no longer be visible. They need to be restored to appropriate visibility

Springfield Overflow Shelter. Implementational details remain to be worked out regarding food preparation in homes and then running a staging area in the congregational kitchen as a part of our cooperative arrangement with WILPF who will deliver the food to the SOS. We need to get together WILPF and people who have experience with this.

Finding tentative dates on the calendar for various key activities. Key Date for Annual Meeting of June 8 was previously set at the December Board meeting

--important to avoid setting annual pledging and other fundraising events too close together

--February 23--piano fundraising

--March 15 or 29-- playground fundraising

--Fantasy Auction--April 5

--Pledge Sunday-- April 19

--dates for potlucks and circle suppers need to be set within parameters of these dates.

--Membership Committee might use February Wednesday evening dates for series of 3 “training” meetings on greeting function

:

The next board meeting will be held February 5. Carol Floyd will provide an inspirational reading. Gwen Childs will provide snacks .

The meeting was adjourned at 9:15 p.m.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – February 5, 2008

Present

Mike Haynes, President; Gwen Childs, Vice-President; Ken Wade, Treasurer
Carol Floyd, Secretary; Martin Woulfe, Minister
Carley Mattimore, Delinda Chapman, Henry Farrington, Mark Hanson, Bill McCall

Not Present

Ceceilia Haasis

The meeting was called to order at 7:10 pm

Carol Floyd read an inspirational item –Reading 557 (hymnal) “A Common Destiny.”

Gwen Childs provided snacks.

Mark Hanson was welcomed as a new Board member.

The Minutes for the January 8, 2007 meeting were approved.

Minister’s Report. Martin Woulfe’s written report summarized his activities since the last Board meeting and planned activities for the next month. Among the items he highlighted were:
His service on a national committee which conducts its business by phone
His presentation to the District 186 Board relating to sex education
Opportunities for us to be advised by the Central Midwest District about the mechanics relating to his sabbatical.

Martin Woulfe also presented an allocation for housing from his compensation package (a breakdown from a previously approved total)

The following resolution was made, seconded and approved regarding the designation of this housing allowance:

WHEREAS, Section 107 of the Internal Revenue Code specifies that the amount of a minister’s compensation designated in advance by their employer-congregation as a housing allowance is not taxable in computing income tax to the extent it is used for actual expense incurred to maintain a residence; and

WHEREAS, the Abraham Lincoln UU Congregation does not provide a residence for the minister; therefore

RESOLVED \$17,400 of the total amount paid to Rev. Martin E. Woulfe for the calendar year 2008 is hereby designated as a clergy housing allowance pursuant to Section 107 of the IRS code.

Treasurer’s Report. Ken Wade noted that letters were mailed out to individuals recording 2007 contributions for IRS purposes. With development of a database, we should be able to automatically generate these statements.

Committee Report items

--Social Action will be the focus for the February 10 potluck

--The RE Committee has determined that the Coordinator of Religious Education should participate in greeting from 10:10 to 10:30 on Sunday mornings
--A Recruiting, Greeting & Retaining workshop will be held at 7pm on Wednesday March 26th

Wedding Officiants

Three additional individuals became wedding officiants in training. The level of training needed will vary from case to case. After the completion of such training, the Board will approve each individual as having met requirements.

Non-Involvement in Private Disputes Between Members of the Congregation

The Board reviewed and reaffirmed its guideline that the congregation will not be involved in private disputes between congregants and that these disputes must not be pursued in the church building or on its grounds.

Short-term Emergency Shelter for Congregation Members

Various aspects of meeting the emergency shelter needs of congregants due to storm, disasters or major electrical outages were discussed. In some instances it should be possible to provide shelter in some congregant homes. It was moved, second and approved that at the discretion of the minister, emergency housing may be provided in the church building for a maximum of 3 days (but no pets to be housed in the building). The minister will emphasize the importance of energy conservation measures in these circumstances.

Special Collections

Discussion was held about the need to both emphasize pledges/ regular collections and how to meet special needs. Collection for special needs are generally best received through a receptacle in the hall. The Board looks forward to the Social Action Committee deciding how Change-for-Change funds are to be disbursed including noting disbursements in the monthly newsletter. The minister is automatically authorized to conduct special collections that come from the UUA or UUSC. The minister should seek Board authorization on all others with the understanding that the consultation will occur by electronic means. In many instances, contributions by check for special but not individual purposes can be acknowledged for IRS purposes.

Audit Report

The Board will discuss this report once it is made available and they have had time to read it. The President should seek to have an electronic version sent to Board members.

Budget Item

A motion was made, seconded and approved that \$3588 be expended for 12 banquet tables, 48 black stack chairs, related transportation, 4 table covers, and fabric materials.

Fantasy Auction

Plans are moving forward for an April 5 "Fantasy Auction" type event with an updated sharper focus.

April 20 was confirmed as Pledge Sunday

The next board meeting will be held Tuesday March 4. Bill McCall will provide an inspirational reading. Mark Hanson will provide snacks.

The meeting was adjourned at 8:50 p.m.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – March 11, 2008

Present

Mike Haynes, President; Gwen Childs, Vice-President, Carol Floyd, Secretary
Carley Mattimore, Delinda Chapman, Ceceilia Haasis, Mark Hanson
Martin Woulfe, Minister

Not Present

Ken Wade, Treasurer
Henry Farrington, Bill McCall

Guest

Meg Schnake, CRE

The meeting was called to order at 7:11 pm

Martin Woulfe read an inspirational item from a book of chalice lighters and affirmations

Mark Hanson provided snacks.

Possible Youth Conference Hosting: CRE Meg Schnake presented the rationale for Senior Youth making a bid to hold a Youth Conference at ALUUC in Fall 2008; the event hosted here two years ago was very successful. The official proposal is made in mid June; this year there may be competition by a number of churches to host the conference. It provides good leadership opportunities for our Senior Youth and the income/expenses ratio can be very favorable assuming prudent financial decisions. The likely title would be ChakraCon and one of its emphases would be Social Action. It was moved, seconded and approved that the Board support the Senior Youth group to host the Fall 2008 CMwD Youth Conference on October 17-18.

The Minutes for the February 5, 2008 meeting were approved.

Minister's Report: Martin Woulfe's written report summarized his activities since the last Board meeting and planned activities for the next month.

President's Report: Mike Haynes said that he earlier thought that he would be willing to accept a term next year as an at-large board member but that his work responsibilities no longer make that feasible. He intends to continue helping out in a variety of ways.

Treasurer resignation: Ken Wade has tendered his resignation as Treasurer for personal reasons. He has graciously offered to work closely with the transition to a new treasurer. The Board regretfully accepts his resignation and thanks him for his service and especially his stepping in at a crucial time.

Treasurer appointment: It was moved, seconded and approved to appoint Victoria Vincent to the remainder of the annual term of the treasurer – March 12 thru June 30, 2008. Victoria is both a past ALUUC treasurer and past president; she has continued to work on a number of ALUUC financial issues during the last 2 and a half years.

Church pledges – status: The status report thru the end of February was reviewed. It was noted that the February report was significantly different than the January report. In January a one time gift was erroneously recorded for pledges and has since been moved to donations.

Social Action – Change for Change: It was moved, seconded, and approved that effective March 1, 2008, 100% percent of a Change for Change collection will go for the specific purpose designated by the Social Action Committee and identified to the congregation prior to taking the collection.

Audit Report: Mike Haynes summarized in some detail the audit report and suggestions made by an Audit Committee consisting of Victoria Vincent (chair), Delinda Chapman, and Kent Childs. Suggestions relate to security, financial record keeping for Social Action, alignment of financial accounts, providing the financial base for repair and maintenance to a 12 year old building, increased board member familiarity with bylaws and policy manuals, and endowment/gift accounting. Even more specifics are contained in working papers. Some desired changes have already been accomplished.

Building Use: It was agreed that Gayle Keiser is permitted to use the building for professional writing during the day for the next few months to finish a professional writing assignment. She will be using her own equipment and not otherwise making use of ALUUC resources.

Budget Item: A motion was made, seconded and approved for a half page ad in the program for the PORA Annual Meeting.

“Fantasy Auction” alternate: Plans are being carried out for an April 5 Cash in Our Attics Art and Antiques Auction

April 20 was confirmed as Pledge Sunday

Martin passed out information about the CMwD meeting to be held in the St. Louis area April 25-27.

The next board meeting will be held Tuesday April 1. Bill McCall will provide an inspirational reading. Ceceilia Haasis will provide snacks.

The meeting was adjourned at 9:12 p.m.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – April 1, 2008

Present

Mike Haynes, President; Gwen Childs, Vice-President; Carol Floyd, Secretary
Henry Farrington, Delinda Chapman, Ceceilia Haasis, Mark Hanson, Carley Mattimore
Bill McCall, Martin Woulfe, Minister

Not Present

Victoria Vincent, Treasurer

The meeting was called to order at 7:11 pm

Bill McCall read an EE Cummings poem which begins “since feeling is first”

Ceceilia Haasis provided snacks.

Among the activities mentioned in personal “Check-Ins” were efforts by Homeless United for Change Shelter to continue overflow shelter housing at two area churches thru the month of April.

It was noted that Minutes for the March 11, 2008 meeting had been approved through an online procedure because of the need to provide approved minutes including the new Treasurer appointment for financial institution records.

A FY08 Pledges status report prepared by Cheryl Wycoff was distributed.

Minister’s Report: Martin Woulfe’s written report summarized his activities since the last Board meeting and planned activities for the next month. Martin along with available Board members are meeting with the CMwD district representative on April 4th to review Board planning for how duties normally handled by the minister might be handled during his sabbatical months in 2009 (4) and 2010(2)

Committee and Activity Reports:

Membership reported on a well attended workshop held on March 26th. More committee members need to be recruited for this committee.

Linda Haynes has resigned being chair of Fellowship effective at the end of this church year. She will help recruit a new chair but her service in this role will not extend beyond June 30.

Both immediately and in the longer term, more volunteers for coverage of kitchen related activities should be sought by personal contacts and signup sheets.

All committees—need to recruit new members.

Dave Braddock is working with Michael Plog on the Pledge drive.

New Treasurer: Victoria is still familiarizing herself with and updating financial records. This is a major challenge because of the simultaneous need to contribute financial information for the next budget to be presented to the June Congregational Meeting.

Implementation of (Social Action) Change for Change Procedures.

Procedures are being implemented for the new policy – 100% percent of a Change for Change collection will go for the specific purpose designated by the Social Action Committee and identified to the congregation in advance. The collection on April 6 is designated for Darfur. This designation information will be included in the monthly newsletter starting in May.

Board Framework for Social Action:

There was a preliminary discussion of the framework in which the Board and Social Action committee examined developmental issues regarding Social Action.

Two written items were references in the discussion – an issues email written by Frank Kopecky and the UUA attachment to that email. The UUA attachment is a discussion paper entitled “Congregational Decision-Making about Controversial Social Justice Issues” by the Rev. Bill Gardiner; this item includes a grid for decision-making. It was agreed to have further discussion of these items at the next Board meeting. It was recognized that the congregation has a difficult balancing act on the one hand, avoiding offending sizable segments of the congregation on controversial issues and on the other doing significant liberal things. There seemed general agreement that most Social Action support was directed to existing important charitable organizations in Springfield and that was not the source of controversy. It was noted that Frank Kopecky would make himself available to serve with any set of people that might be designated to develop such a framework.

Request for Building Use for a Book Discussion Group: There was a general discussion about the criteria by which the Board would decide whether it could accommodate requests by members to set up discussion and similar groups that used the church building. Martin pointed out that this would be something which requires closer attention because the building is getting more intense utilization; it will be increasingly important to connect these requests with church priorities; he will need to communicate this in the church newsletter.

It was moved, seconded and approved that Rhiannon Gurley’s request for use one of the smaller rooms for a discussion group on the Eckhart Tolle book , A New Earth be approved.

Martin passed out additional information about the Central Midwest District meeting to be held in the St. Louis area April 25-27. One discussion item at that meeting, “Youth and Young Adult Empowerment Resolution’ might have a significant effect on holding Youth Conferences 3 to 5 years down the line. When asked if that might have a direct affect on the Youth Con for Fall 2008 that the Board had generally endorsed at its March meeting, Martin responded no but the Board would be informed. The Board would still have to approve, of course, the specifics of any proposal this summer and review with our Youth our responsibility and accountability expectations.

Because the Board had not had time to review the item, action on the “proposed Amendment to Motion of Kurt DeWeese November 2008” was deferred to the next Board meeting. Action on a Receipts policy will also be scheduled for that meeting.

The next board meeting will be held Tuesday May 6. Carol Floyd will provide an inspirational reading. Delinda Chapman will provide snacks.

The meeting was adjourned at 9:05 p.m.

Abraham Lincoln Unitarian Universalist Congregation

Board Meeting Minutes – May 6, 2008

Present

Mike Haynes, President
Gwen Childs, Vice-President
Victoria Vincent, Treasurer
Carol Floyd, Secretary
Mark Hanson, Bill McCall, Martin Woulfe, Minister

Not Present

Henry Farrington, Delinda Chapman, Ceceilia Haasis, Carley Mattimore

Guests

Buffy Lael (wedding officiation)
Roger Powers (Nominating Committee)
Barbara Moore (Budget—Finance Committee)

The meeting was called to order at 7:18 pm

Carol Floyd read Langston Hughes, “In time of silver rain”
Although unable to attend, Delinda Chapman sent snacks.
Board members shared some personal observations

Minutes for the April 1, 2008 meeting were approved.

Upon the recommendation of Martin Woulfe, designation of Buffy Lael as a wedding officiant for a two year term was moved, seconded, and approved.

Roger Powers presented the report of the Nominating Committee. The list from which members of the Committee on Ministry (COM) would be chosen was moved, seconded, and approved. Board members also advised that previous service on other committees be given weight in COM selections made and Martin Woulfe agreed that this was especially important this year because of his sabbatical.

It was moved, seconded, and approved permitting the meeting of a Flute Circle at ALUUC that would be lead by Mike Haynes.

Minister’s Report. Martin Woulfe’s written report summarized his activities since the last Board meeting and planned activities for the next month.

Treasurer’s Report. Victoria Vincent continues to work through upgrading the financial records of the current fiscal year to date to meet accepted standards for recordkeeping. It was moved, second, and approved to accept the Social Action accounting adjustments in order to set the accounts at an agreed on level. Victoria had submitted these adjustments in advance to the individuals who had been involved in Social Action fundraising in the last and current church year; they had no disagreement with her adjustments.

Victoria will be beginning the practice of providing each committee a monthly report on the status of its budget. This will include a set of notes about which budget line various expenditures came from.

Budget for next church year. Victoria Vincent and Barbara Moore presented budget relevant information for the next fiscal year. There was a general discussion about the both inflows and outflows with agreement that more discussion was necessary.

Special Board meeting May 21. It was agreed to hold another Board meeting on Wednesday May 21st at 7 pm to discuss the budget and some other matters because of the necessity to get ready for the June 8 Annual Congregational Meeting.
(Agreed no reading or snacks for this special meeting.)

Two financial policy items were moved, seconded, and approved
-“Proposed Amendment to Motion of Kurt DeWeese November 2008” addressing allocation of unrestricted donations/funds to Budget Reserve, Special Projects, and Endowment Trust; and
-“Policies and Procedures Manual: receipts, gifts, and other donations”

Flower donations. It was moved, seconded, and approved that the standard donation amount to cover the cost of flowers be increased to \$20 effective July 1, 2008.

Martin Woulfe distributed an ALUUC General Survey 2008 draft and received suggestions on its content and how administered.

After discussion, the ALUUC Online Forum Policy was moved, seconded, and approved.

Darfur tent- we hope to schedule. Delinda Chapman is the point person.

June Board meeting. The next regular board meeting will be held Tuesday June 3. Mark Hanson will provide an inspirational reading. Victoria Vincent will provide snacks.

The meeting was adjourned at 9:18 p.m.

Abraham Lincoln Unitarian Universalist Congregation

Special Board Meeting Minutes – May 21, 2008

Present

Mike Haynes, President
Gwen Childs, Vice-President
Victoria Vincent, Treasurer
Carol Floyd, Secretary
Delinda Chapman, Mark Hanson, Martin Woulfe, Minister

Not Present

Henry Farrington, Bill McCall, Ceceilia Haasis, Carley Mattimore

Guests

Michael Plog (Annual Pledge Campaign)
Barbara Moore (Budget—Finance Committee)
Tom and Rachel Zehr (Banner on Torture—Social Action)--

The special meeting with limited agenda was called to order at 7:05 pm

Annual Pledge Campaign—Michael Plog presented information on the status of the pledge campaign for the church fiscal year that begins July 1. The yield so far is significantly short of what is needed to support an adequate budget level. It was agreed to make two efforts to achieve a higher pledge total through more people pledging and through increases in pledged amounts. The need to increase the pledge total will be highlighted during the Sunday service with church leaders available after the service to individually consult with congregation members and friends. Second, a letter will be sent to members and friends asking them to pledge if they have not already do so and, if they have already pledged, to increase that pledge level.

The Board approved displaying an Anti Torture Banner outside the church. The banner was obtained from the National Religious Campaign Against Torture. It reads “Abraham Lincoln Unitarian Universalist Congregation says torture is wrong”

Budget for presentation at Annual Meeting. There was a discussion of core budget expenses and various other budget details. It was moved, seconded and approved to present a budget for approval at the annual congregational meeting that was consistent with the level of pledges made and on the assumption that there would be three major fundraising events during the fiscal year. The budget detail would show what could be funded based on the congregational pledge total and also footnote items that could not be included at that revenue level. Funding the footnoted items can only occur to the extent that additional amounts are pledged and received. Victoria Vincent abstained from the vote because of her concerns about the compelling need to raise additional revenue.

The wording of annual congregational meeting resolutions to expend monies for playground equipment and piano (and other musical support) was discussed and refined.

The meeting was adjourned at 8:38 p.m.