

UUPCC Board Meeting
Friday, August 9, 2013
Minutes

Members Present: Kelly Crocker, George Davenport, Jennifer Emrich, Ann Gary, Eileen Higgins, Bruce Johnson, Beverly Moore, Diane Rollert, Gary Smith, Dick Van Duizend, Executive Director Cathy Cordes

Members Absent: Roger Bertschausen, Cathy Perry

A meeting of the UUPCC Board was held by conference call on August 9, 2013. Chair Smith called the meeting to order at 12:03 pm, welcomed new board members, and invited members to introduce themselves. The meeting was recorded and transcribed by Margot Fleishman.

UUPCC Officers

In Bertschausen's absence Chair Smith presented the list of UUPCC officers presented by the Nominating Committee:

Chair: Gary Smith
Co-Vice Chairs: Ann Gary and Roger Bertschausen
Treasurer: George Davenport
Secretary: Beverly Moore

Van Duizend (M), Rollert (S)

Voted: To approve slate of UUPCC officers

Minutes

Van Duizend (M), Gary (S)

Voted: To approve the minutes of the June 2013 meeting.

Treasurer's Report

Davenport reported that the travel receipts were much higher than anticipated and the rest of the operational budget is doing better than budgeted. Cordes agreed but cautioned that things will likely balance out by the end of the year as there are still bills coming in from GA. Now that Executive Director Cordes is no longer receiving health insurance through another employer, UUPCC will reimburse her for medical insurance for the rest of the year, and this item will be included in next year's budget.

Cordes explained that the taxes have not yet been filed, as she and the UUPCC bookkeeper have been finding it challenging to set up an appropriate reporting structure for the endowment fund. Cordes reported that we have applied for and received a further extension.

Executive Director's Report

Cordes distributed a written report to the board. The British partnerships are an exciting development and, even though we speak the same language, our churches will have a lot to learn from each other's differences.

Cordes noted that the endowment was never put on the priority list, and she would like the board's approval for doing so. She also reported that Higgins has agreed to work on the endowment materials, and additionally, Cordes has located another individual at All Soul's in New York who has agreed to consult on this project.

Cordes also reported that Emrich has volunteered to draft a guide for organizers of youth trips, which is much needed. She noted that both new board members have jumped right in with activities of the board.

Travel Committee Report

Gary reported the she and John Dale have been working on a letter to send to congregations that have traveled in the past to see if they would like to travel again with us. This letter will go out in September. She is also working on are the surveys for travelers from this summer's season. There is a choir-specific survey that Beth Norton has asked to review.

New board member Jennifer Emrich has agreed to join the Travel Committee. Gary will be working again this year on a Board Outreach project, similar to last year's, and Board members will receive their assignments some time in September. Chair Smith commended Gary for her very clear description of the duties of the Travel Committee, and Cordes noted that this information will be included in future Board member packets.

Chair's Report

Smith thanked everyone for a great program, video and annual meeting at GA. Cordes thanked Rollert for organizing the worship service. She also noted that the exposure UUPCC got during the Plenary made a big difference – in improved the quality of the traffic we got at the booth, in addition to the quantity of people who stopped by. She thanked Crocker and company for the effort put into the 20th anniversary celebrations.

Travel Employee Covenant

Cordes explained that there was an issue this year, and a travel employee covenant is a proactive step towards preventing problems in the future. We have asked John Dale to ensure that any contract employees who work with us on trips including translators and guides, acknowledge that they are UUPCC employees and should conduct themselves appropriately. Cordes will circulate the draft prepared by Gary and Van Duizend. It will be on the agenda for the next meeting.

Future meeting dates:

September 13

October 11

November 15

Jan 15 – 18 2014 in Bedford MA

Chair Smith declared the meeting adjourned at 12:36 PM.

Submitted by Beverly Moore, Secretary

Approved by the Board, Oct. 4, 2013/bdm