



Memorandum of UUBC Advisory Board Meeting

November 29, 2012, Revised December 4, 2012

Attendees		
Dave Barfield	Carol Bobek	Julie Jensen
Jim Jensen	Harris McKee	Tony Miltich
Jeff Tate		
Not Attending		
Michelle Harvey	Kay Weiderhaft	

Advisory Board convened at approximately 5:05 p.m. at Jeff Tate's home. Agenda prepared by Michelle Harvey was followed.

Bookkeeping software for Treasurer Jim Jensen

Jim noted his familiarity with Quick Books which he used in an earlier treasurer's position. Dave Barfield mentioned that Jane had found a cloud based Church Treasurer's software package and Harris McKee mentioned that he has used Quicken with a combination of Excel and Word for some Treasurer responsibilities. After discussion, group agreed to let Jim choose an option after comparing the three possibilities mentioned above.

Expectations for Treasurer's and Secretary's Length of Terms and Conditions for Extension

Jim Jensen, Treasurer designate, asked for an initial appointment of One Year with option to extend with joint agreement of Advisory Board and Jim. We agreed. In absence of Secretary Michelle, discussion on Secretary's position was postponed.

Paying Kelsey for Music Services

We agreed to pay Kelsey \$45 per week served as our Music Coordinator beginning December 9th through our current Elks Club commitment through May 2013. Dave Barfield will resend the draft of her responsibilities for our review. He will also meet with Kelsey to confirm our agreement. (editor's note: If she is meeting weekly to choose music and practice, we may wish to exercise flexibility in regard to payment even when she is not present to lead music in service.)

Review of Policy of 1st Sunday Using Ordained Ministers

We reapproved our policy of using ordained ministers for 1st Sunday Homilies. We did agree that we would consider ministerial students who had not yet completed their studies when appropriate. We discussed the possibility of considering a rotation of Jeff, Jan, Ward, and Randy Riverstone as a possible way to address vacant 1st Sunday positions.

Lead Time for Sunday Specific Advertising in the Newspapers

We discussed the possibility raised by Jane Barfield via Dave for insertion of generic notices about second and fourth week services as well as lead time newspapers. With *The Vista* closing on Thursday ten days before our Sunday service, Jane needs specific information (She has provided form to all week leaders) 14 days before service. Because some visitors have noted that they attended because of the information about discussions on the second week, AB urged submission of specific information for 2nd week when possible.

Planning for Next World Café

We agreed on holding next World Café on March 17th. Julie will follow-up with Richard Bland to coordinate. The board will do the planning for the meeting. The session will be used to review where we are and where we're going with details to be resolved at future AB Meeting.

Religious Education

Carol Bobek noted that we had discussed observing the RE staff in action. In December, Rachael will be away on two or three Sundays and Holly will be away on one Sunday. Carol had intended to suggest that we hire a substitute on those days when one is away but this was not addressed. We may, of necessity, have to enlist a volunteer on those days.

Carol and Julie have agreed to substitute in RE so one of them can hear the homily on a couple of first Sundays.

Participation Guidelines

Jeff has learned that in his parent's church, members are not allowed to participate as church leaders unless they attend at least 50% of church services. AB agreed that a 50% expectation in UUBC services and UUBCAB attendance is reasonable for AB members. Inability to meet this criteria will be reviewed on an individual basis.

Other Discussion

- 1) Jan Lightner has advised Julie that because she is starting a consultation business that she will be unable to take a leadership role after May 2013.
- 2) AB discussed need for additional recognition of Teams. Suggested asking Sunday Teams present on their Sunday to stand and rotate through other Teams. We also agreed to hold "Team Fair" on a future fourth Sunday to recruit additional (and replacement) Team members. Carol agreed to talk to Kathy Rogers about holding the Fair on January 22, 2013.

Next Meeting

Next Meeting of AB will be held on January 10th at Jeff Tates at 5:00 p.m.

Memorandum respectfully provided by Harris McKee