

Notes from UUBC Advisory Board Meeting
 Thursday April 23, 2015
 Harris McKee's Home, 5 Cunningham Ln
 Bella Vista 72715



NEXT MEETING: To Be Scheduled.

April 23 Attendees			
Jim Jensen	Julie Jensen	Harris McKee	Hannah Roberts
Absent			
Lauren Galle	Michelle Harvey		

Action Items

	Issue/Action	Responsibility	Status
1	Prepare Financial Report for Canvass	Jim/Harris	
2	Prepare Stewardship Campaign Brochure	Michelle	
3	Follow-up Suggestions for Board Positions	Harris/Julie	
4	Revise Bylaw Draft and Prepare copies for distribution in advance of Annual Meeting	Harris	
5	Draft Proxy Method	Harris	
6	Draft Covenanting Proposal for Rev at May UUBCAB meeting	Harris	
7	Master Calendar Options	Michelle/Lauren	
8	Master Document Definition	Lauren	
9	Set up Smiles Option with Amazon.com	Harris	
10	Revise Skills Survey	Lauren	

- Action Item Review**--See World Cafe Item below. Other items remain as actions to be completed.
- Treasurer's Report** including multi-month Income/Expense..... Jim
 Treasurer Jim presented the March financial Report noting expenses of \$2,570 close to our recent running rate of \$2,600 even with additional expenses associated with Charter Member Sunday. Ending March Check Register balance was \$13,614.
- World Cafe Follow-up**--"Building Community Within and Without" March 29. We addressed the summary chart prepared at the World Cafe and identified the following action steps.

Topic	Action	Advisory Board Member who will find Coordinators
Clubs		Hannah Roberts`
Movie	Coordinator will set up schedule but individuals will then be responsible for choosing specifics & organizing details as book club has functioned	
Culture		
Adventure		
Men's Group		
Music		
Forum	Will take place on 4th Sundays before	Hannah Roberts

	regular service (Rick B. is prepared to lead first session on May 24th. He has checked out TV in our meeting room and will check the one in the space opposite the LEMS office.)	
Hospitality Team	Provide Greeters, Care & Sharing(?); Follow-up with Visitors; Helping Attendees move toward membership, Follow-up with missing;	??
Parents Meet With R.E. Teachers	Twice a year to explain curriculum	Hannah Roberts
Outreach to Other UUs		Lauren Galle
Community FaceBook Grp	Already set up by Lauren	
SouthWest UU Summer Institute	http://www.seduua.org/swuusi2015.html	
Pay Someone to Handle email, social media, marketing updates	Tabled until fall	Unassigned

4. **Annual Canvass.** Plans were modified from last month's meeting.
 - a. A kickoff is planned for May 3rd with wrap-up by May 31st. Plan to mention during each Sunday of May. A new brochure will be prepared for distribution early in May.
5. **Election and Annual Meeting.** Recognizing that June 21 the date previously selected is Father's day, the date was pushed back to June 28. An option for proxy voting at the Meeting will be proposed by Harris for review by the Advisory Board. Unchanged from the previous meeting were the following issues.
 - a. We agreed to modify our bylaw proposal and broaden the specification of board size to a range of 6-12 with a nominal turnover of 1/3 of the board each year. The proposed bylaws will be provided in advance of the meeting.
 - b. We agreed to nominate 2-3 members for the board selected by a nominating committee composed of the current UUBC Advisory Board.
 - c. Half of current board would serve one more year; remaining half would serve two more years. Selection of which half to be by lottery subject to individual capability for continuing service.
6. **Joining UUA.** An annotated checklist for preparing our application to the UUA is included as Appendix I.
7. **Status of Updating UUBC Directory on Website.....**Lauren
 Lauren will repost the Directory and has done so as of March 29th and will bring a hard copy to UUBC for members to update their information.
8. **Smiles, Amazon.com Charitable Contribution Program--NFTR** Harris

Appendix I. Checklist

Use this list to make sure your application is complete. Please include this checklist with your application.

Name of Congregation:

- Application from the congregation: *Straightforward but requires officers who will be elected at first board meeting after annual meeting.*
- List of charter members: *Straightforward and available now.*
- The congregation's Articles of Incorporation: *Documents from Arkansas Secretary of State (on HBM's computer scanned from Jim's hard copy)*
- The congregation's Bylaws: *Will be available after approval at Annual Meeting*
- Check to the UUA for the Annual Program Fund: *Need to verify whether our UUA District is under any different guidelines than the \$60/member per year.*
- Recommendation from the Regional Lead: *In process, thanks to Lauren G.*
 - Recommendation from the District or Regional President: *In process, thanks to Lauren G.*
- Recommendation from a local UUMA chapter minister: *Still to be obtained.*
- Covenanting Documents & Practices: *Must be generated and probably approved by congregation*