

# **MINUTES**

## **Southwest Unitarian Universalist Conference**

### **Board of Trustees Meeting**

**Western Hills Guest Ranch, Hulbert, OK**

**August 1<sup>st</sup>, 2010**

**Approved 11-12-2010**

#### **I. Call to Order**

The meeting was called to order at 1:10pm by Kevin Bolton, President

#### **II. Welcome and Worship**

##### **A. Welcome by Kevin Bolton, President**

Asked Mary K. Isaacs if she would be the timekeeper and process observer

##### **B. Opening words by Gaye Webb**

**III. Consent agenda:** Minutes of the April 23<sup>rd</sup>, 2010 meeting – Approved.

#### **IV. Treasurer's Report**

Treasurer Gaye Webb proposed moving the Greater New Orleans Recovery Fund CD (approx. \$70,000) to a savings account with a higher interest rate and with signatory authority by officers. Moved by Gaye, 2<sup>nd</sup> by Mary K. – motion approved.

Treasurer also recommended that the SWUUSI account should have Kathy Charles, SWUUSI Director of Camps and Conferences, added as a signatory. Gaye moved, 2<sup>nd</sup> by Dick – discussion and consensus to table this motion until information from auditor can be reviewed. Gaye Webb will coordinate and distribute information from auditor.

### **V.Board Check in**

Present: Kevin Bolton, President (12) Dick  
Hildenbrand, Director (12)

Tom Moran, Secretary (11) Mary K. Isaacs, Director  
(11)

Gaye Webb, Treasurer (11) Rev. Jonalu Johnstone,  
Dir (11)

Rev. Jack Bryant, Director (12)

Eugene Balaguer, Director (12) (joined via Skype at  
1:30pm–1:40pm, then by conference phone)

Ex Officio: Rev. Susan Smith, District Executive;

Jennifer Nichols–Payne, District Dir of Lifespan

Dev

Staff: Connie Nolen, Administrator

Guests: Connie Goodbread

(Absent: Donna Harrison, UUA Trustee; Patti Withers, Vice  
President; Ila Stoltzfus, Director; June Hartley, Director)

## **VI.DE Report**

**A. Ends monitoring schedule** – This meeting ordinarily would be ends but it was assumed that Annual Report last meeting served the purpose. Board should probably take time to review and adjust or keep to the monitoring schedule originally set – President will review.

**B Finance reports** – Full report is not available due to some late changes in revenue calculated. Previously event revenues were kept track of separately and the bookkeeping is still not fully adjusted to the current method of reporting all revenues in the regular budget report. Larger congregation dues appear to be down. Staff will work with bookkeeper to bring figures up to date. Susan requests a special monitoring on this issue. Gaye could perhaps help on a day to day basis.

Motion made for treasurer monitoring DE on this issue – Jack moved also requesting reports of progress in 2 weeks, Aug. 15<sup>th</sup> on this year's finances and by Sept.1<sup>st</sup> to the Board on a resolution of the problem, 2<sup>nd</sup> by Mary K, motion carried.

President requested clarification on the travel policy. This will be attached to these minutes.

## **VII.President's Report –**

Southland region meeting and District Presidents meeting report – Discussion.

Break at 3:05pm–3:22pm

Reading: Gaye read from passage by Helen Keller.

**Resumed Discussion on DPA meeting**

Jonalu moved, 2<sup>nd</sup> by Dick – to meet in December with the region boards – motion carried. No action was taken to suspend any other scheduled meetings.

**VIII.Mary K – observer process**

**IX.Closing words – Gaye.**

**X.Adjourned at 5:15pm**

## **SWUUC Board Expenses Related with Meetings**

### **Rules & Procedures**

#### **1. Travel**

Rule: Reimburse travel costs at the lesser of actual roundtrip airfare or auto mileage from home to meeting site at 2/3 the IRS rate.

Airport rental car expense is reimbursed. However, members are strongly encouraged to coordinate arrivals and airport pickup/delivery so as to minimize rental car expense.

Rationale: Intended to encourage board members to make flight arrangements well enough in advance to take advantage of discount fares.

#### **2. Lodging**

Rule: Lodging reimbursements are standardized at ½ the cost of a single hotel room. If no roommate is available for a particular board member at an event, the board member will receive full reimbursement.

Lodging is covered for Friday and Saturday nights for Fall and Spring Conference meetings and Friday night for the February Winter Retreat. An additional night will be covered at any meeting, if a board member requires it to accommodate the schedule or safety of their travel.

Use of home hospitality is at the discretion of the board member. The District office can try to assist with arranging for home hospitality, if specifically requested.

Rationale: Room-sharing at hotels is encouraged to be prudent with District funds. We prefer members stay an additional evening rather than drive through the night or incur significant extra airfare.

### **3. Food**

Rule: All meals and snacks associated with board meetings are covered board expense including any food expenses during travel to and from the meeting. The District does NOT reimburse the purchase of alcohol.

### **4. Conference Registration**

Rule: Reimburse full registration cost for Spring Conference and ½ registration cost for Fall Conference. SWUUSI registration is not a covered expense.

Rationale: Spring Conference includes the annual business meeting of the Conference. It is important that the board members be present in order to participate in the meeting and to interact with congregational leaders. We want to encourage the board members to attend the Fall Conference due to its importance as an opportunity to meet with congregational leaders.

### **Procedures:**

The District office typically makes arrangements for lodging and rental cars. Arrangements are typically made about two months prior to each meeting and are coordinated by a board officer and the District office.

An expense Payment Request form (attached) and receipts must be submitted to the Treasurer to receive reimbursement. Please submit the Payment Request as soon as possible after the meeting.