

UUCL Executive Board

Meeting Minutes

Date: July 10, 2017

Present: Shannon VanLandingham (Chair), Martha Burbank (Past Chair), Curtis Russell (Treasurer), John Brewer (Secretary), Alan Monroe (At Large Member), Michelle Iwig-Harmon (At Large Member)

Absent: Ann Alexander (Chair Elect, at MWLS), Jill Jarvis (Minister, in France), Bonnie Blosser (DFD, at Narrow Ridge, Tenn.)

Invited Guests: Rebecca Gant, Susan Harper

Observers: Emily Russell, Mary Beth Musick

Topic	Discussion	Follow-up
Openers Shannon read a passage for the chalice lightning, and this was followed by check-in.		
Minutes <ul style="list-style-type: none"> June minutes were approved via email. Minutes of July 2017 meeting and the remaining meetings for the fiscal year will be posted to Basecamp by noon on the day following each meeting. 	In an effort to speed up the process and give all members access to the Board minutes, a new procedure will be in place.	All Board members will either approve or suggest corrections to the minutes via email on Basecamp within a day or two of when they are posted. When the minutes have been approved by all voting Board members, John will post the minutes to the Executive Board page on the UUCL website.
Old Business Banner, logo T-shirts, and mugs	UUCL T-shirts and coffee mugs have arrived!	B & G placed the banner by our sign, and t-shirts and mugs will be ready for pickup on Sunday.
Consent Agenda No reports	None	None
Committee and Team Financials Curtis Russell is still waiting for a few items to come in before he completes the year-end closing.	We seem to be on target to end the year with a minimal negative balance in the budget.	Curtis will upload the year end report as soon as it is finished and approved by the Finance Committee
Descriptions of Financial Duties for Accountant, Treasurer, Finance Database Administrator, Stewardship/Finance Liaison, and Office Manager Susan Harper walked the Board through the 3-page document—last updated July 7, 2017. Motion to accept this document: John/Michelle. Passed.	Curtis urged the Board not to place any restrictions on the (unpaid) position of Finance Database Administrator, such as having to be a member of UUCL. We may make more use of the Church Windows software in the future.	John is working on a graphic representation of this document that he will share with Susan to edit and complete for the next meeting. The Board will seek input from the Nominating Committee and the Leadership Development Team as it works to appoint the positions of Treasurer and Finance Database Administrator.
Training on Financial Reports Susan handed out copies of a recent Balance Sheet and Month & YTD Actuals vs. Fiscal Year Budget and walked the Board through the details.	Curtis and John discussed a concern for In Transit accounts and how they should be monitored.	None

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<p>Training on Basecamp Rebecca walked the Board through the steps in opening the Executive Board project in Basecamp. She illustrated the use of the various tabs in that interface.</p>	<p>When posting items to the project, it is usually helpful to deselect the names of non-Board members, such as Jennifer Donnelly, so their email inboxes won't get overloaded. They will always have access to all project content.</p>	
<p>Meeting Dates We will continue to meet on the 2nd Tuesday of the month.</p>	<p>We originally thought it might be necessary to meet only after each month's Finance Committee meeting, but we then decided to stick to our original meeting times.</p>	
<p>Retreat (August 25-26) Shannon will email travel instructions to the Board. She urged members to bring their computers and a T-shirt that tells something about their lives or characters.</p>		<p>Shannon will email directions and information about the retreat center at Lake Doniphan to all Board members</p>
<p>Closing Board members checked out with their evaluation of the health of the meeting, and Shannon read a short passage to extinguish the chalice.</p>		