

## BORDERLANDS UU BOARD OF DIRECTORS MEETING WEDNESDAY FEBRUARY 17, 2021

Meeting called to order at 1:02PM, by Hugh Rhine

Chalice Lighting by Rev Matthew Funk Crary

Those present: Hugh Rhine, President; Martha House, Vice President; Barb Meshanko, Secretary; Judy Harmer, Past President; Diane Farone and Owen Anderson, Members at Large, Matthew Funk Crary, Minister. Ann Westrope was not present, and we do not currently have a Treasurer.

CONSENT AGENDA - Approved by all present

ACTION ITEMS - Approval needed for the following:

1. Corrinne Bartell will empty post office mail box; pay any bills; and pass checks to John Harmer
2. John Harmer will make bank deposits
3. Corrinne Bartell and Barbara Lund will have access to BUU's bank accounts

Martha moved to approve items 1, 2, and 3. Barb seconded. The motion carried.

Barbara Lund will do BUU's payroll on Intuit. Corrinne will take care of bookkeeping and financial matters.

4. Hugh is willing to be an extra person with online access to BUU's bank accounts

Barb moved to accept item 4. Diane seconded. The motion carried.

5. Search for new office manager

We all reviewed a job description submitted by Martha. Barbara Lund did Shawna's job description, so she had some input, along with Matthew. After our review, several items were changed or removed. The words Office Manager were changed to Office Administrator; there will be no responsibility for the minutes of the Board of Director's meetings; in the first sentence, the word "analysis" will be changed to "support"; the last sentence in the first paragraph will read "The office Administrator will report directly to the minister"; and in the last paragraph, the word "newsletter" will be replaced by the word "communication".

Martha moved to accept these changes, and Diane seconded. Motion carried.

There was a short discussion about a 3 month introductory period, with \$15 per hour to start, and the potential of an increase after the first 3 months.

### APPROVE STEWARDSHIP PLAN

Matthew has in mind a 4 week plan. The 2021/2022 fiscal year budget must be set and presented at BUU's Annual Meeting, which must happen no later than 6-1-21. There is some thought of asking everyone to simply "repledge" the same amount as in the fiscal year 2020/2021. We will discuss this again, in a special Board meeting, at 1PM on Wednesday 2-24-21.

### ENDOWMENT POLICY

This has been tabled until the special Board meeting on 2-24-21. We will also discuss another candidate for the Endowment Committee.

Closing words from Martha House, read by Matthew. Meeting adjourned at 3:52PM. Minutes by Barb Meshanko.