

## Board Meeting 10/16/2014

### Present:

Board Members: Robyn, D'On, Barbara, Nancy

Minister: Rev. Marcia Stanard

- Meeting called to order at 7:15 pm.
- Minutes of the 7/13/14 and 9/13/14 board meetings were approved as submitted.
- The minister's report was distributed via email prior to the meeting.
  - Marcia still has copies of Big Ideas for Small Congregations for Diane and D'On. Marcia requests that we read up to page 40 and we talk about it next month.
  - Anders is willing to consider taking over the RE chairperson job.
- Treasurer's Report
  - D'On distributed treasurer reports for July, August, and September. We are extremely grateful for her good work.
  - We need to sort out what Marcia should be being paid, and where. Marcia requests that we put any raise into housing.
- Bylaws changes
  - There are a number of small ways in which we are not operating in accord with our bylaws.
  - There is now a copy of the bylaws in the Board Business googledocs folder. Everyone should take a look at the copy and note what changes should be made.
- The Teal Hymnals.
  - The cost of shipping made the order of the Teal Hymnals exceed the music reserve amount by \$40.
  - Barbara moved that the \$40 be taken out of board discretionary. Nancy seconds. Approved unanimously
- Administrative Assistant position: We need to figure out what "administration" involves in this congregation, who is doing what, and what people would like to delegate to a hired administrative assistant. D'On suggests a payroll service. Also, we need backup knowledge/cross training. People
  - Betty
  - Hank
  - Anders
  - Larry
  - RE

- Mark: printing newsletter
- Barbara: Nametags, payroll/insurance/benefits
- D'On: file tax returns
- Robyn: weekly announcements.

Barbara will send email to the above people. After drafting the email, Barbara will send it around for wordsmithing.

- Meeting adjourned at 8:18 pm.

Respectfully submitted:

Barbara Smith-Thomas, Secretary