

**Vestry Minutes**  
**The Unitarian Church in Charleston**  
**December 14, 2017**

**Present:** Sue Weller, Chair, Zach Conover, Nina Fair, Erica Hattings, Tommy Hughston, John Hyatt, Jonathan Lamb, Mark Madden, Diane Narkunas, Danny Reed, Gail Schiffer, Terry Walsh

**Absent:** Sandra Selvetelli

The meeting was called to order at 5:37 PM. Erica Hattings led us in an opening reading for our chalice lighting.

**Check In**

**Minutes:**

- **Jonathan moved that the minutes of November 16, 2017 be approved. Gail seconded and the motion passed.**

**Reports:**

- **Erica moved that the monthly reports be approved; Zach seconded and the motion passed.**

**Assistant Treasurer and Constitution Change: Guest Speakers, Terry Walsh, former Treasurer and Nina Fair, Chair, Nominating Committee.**

- **Issue: Challenges around finding an Assistant Treasurer to commit to 4 years as treasurer.**
- **Recommendation: Terry Walsh, requests a Constitution Change at annual meeting to reflect 3 year Treasurer Term, not 4 years.**
- **Rationale: Commitment of time: one year as Asst. Treasurer, 3 years as Treasurer and one more year acting as mentor/consultant to new Treasurer.**
- **Discussion:**
  - **Constitutional Change:** Vestry members agreed that the request was reasonable. It was suggested that a constitutional change of making the Treasurer's term **2 years** be brought up at the 2018 Congregational Meeting.
  - **Role & responsibilities of the Treasurer.** Zach asked about the various reports issued by Treasurer and bookkeeper to Vestry and Finance Committee. He thought that after our meeting with bookkeeper and Treasurer, Nolan Presswood, we were doing away with Income and Expense Summary Report.
  - **Nina Fair brought up the difficulty finding an Assistant Treasurer with time crunch of this being Nolan's last year.**

- **Suggestions:** 1) Look at past and present Finance Committee Members, talk with Ken Fickling on Planned Giving; 2) Look to UUA for successful models on long term financial planning and stewardship; and 3) Danny suggested asking Debbie about finance models at other congregations; 4) Develop an Ad Hoc Team to help with financial reporting procedures and streamlining position of Treasurer. Membership could include Zach, Richard, Sandra, Nolan and Debbie.

#### **Ministerial Agreement:**

- Erica moved that the Ministerial Agreement of the Unitarian Church In Charleston be approved, Jonathan seconded and the motion passed.

#### **Detailed Budget Request Form:**

- Diane moved that the budget request form developed by Zach be approved, Gail seconded and the motion passed.

#### **Columbarium Project:**

- Zach moved that the Columbarium Project be approved, Mark seconded and the motion passed.
  - Bob Jontos said the bid for the project was \$35,000

#### **Incremental Implementation of two Church Services:**

- Zach moved that implementation of two church services in fall 2018 be postponed, Erica seconded and the motion passed.
- **Discussion:**
  - Current plan is to use 4 incremental services, including Easter, as trial runs.
  - Announcement will be made by Sue to the congregation in January.
  - Focus groups may be pulled together in the fall of 2018 to look at attendance trends.

#### **Updated COSM Mission Statement**

- COSM Vestry Liaison, Tommy Hughston, requested postponing review until next Vestry meeting.

#### **Craft Room in Memory of Lucy Boyle (upstairs in Gage Hall outside Danny's office):**

- Jonathan moved to approve \$7,000 to develop craft room memorial, Diane seconded and the motion passed.

#### **Ceiling Repairs and Funding**

- Repairs are underway and funded. Should be complete by early January.

#### **Sue requested updated maintenance priority list from Buildings and Grounds Committee. Priority church needs list helps with Capital Campaign goals.**

- Erica and Jonathan will look at priority list to determine top 10-15 needs.

- Capital Campaign January Agenda Item

**Update about lights in sanctuary and Gateway Walk**

- Fifteen lights being addressed. Work in progress

**Pathways to committee chair succession:**

- Sue will discuss at the Program Council Meeting, January 14<sup>th</sup>.

**Staff Gift from Alliance:**

- Alliance will decide if they will provide staff gifts annually at their next meeting.

**Mid-Year Check In: Vestry Members**

**Closing Words – Erica**

**Vestry meeting ended at 7:35 PM**

**Follow up:**

- ✓ Review of COSM Revised Mission Statement
- ✓ Review of Church Needs Priority List provided by Building and Grounds Committee
- ✓ Discussion about Capital Campaign

*Respectfully submitted by Diane Narkunas, Vestry Secretary*