

**UUFCA Board Meeting**  
April 11, 2019  
Location: Conference Room

**Attending:** Erika Beard-Irvine, Marty Rudolph, Sylvia McFarland, Susan Kinney, Chad Leonard, Max Merrill, Greg Byrne, Scott Rudolph

**Absent:** None

**Guests:** Leslie Koc

**Called to Order:** 4:00 PM

**Minutes written by:** Erika Beard-Irvine, Recording Secretary

**Consent Agenda**

Minutes of March board meeting approved with changes. April financials approved. April board agenda approved.

*Acceptance of consent agenda moved by MM, second by SM. Unanimous.*

**Reference Documents:**

Board Minutes March 16, 2019; April Board Financial Report 2019; Board Agenda April 11, 2019

**Minister's Report**

Scott reports that a lot of things are happening. There are two memorial services for people from outside the congregation (who had been to building) coming up. Jim Dobrowski is now on the pastoral care team. That team is doing great work. They are going to start finding ways to make them more visible to the congregation. Fireflies Flash was last Friday. There were tons of people, and the event went really well. The Board really needs to figure out a fundraising policy for the future. Scott thinks it might be helpful to talk to the Fireflies group to get their input. Thank you to Sylvia for working on budgeting. The progressive clergy group is moving forward. Scott is part of another group of both progressive and conservative clergy to work together. Stewardship is meeting April 24 to debrief and look toward next year. There was a good turn out for the border conversation with maybe 60 people in attendance. Scott appreciates the way that Mark Hickman has been stepping into his roll as choir director. Scott, Leslie, and Healthy Congregations are going to meet to look at the schedule and plans for next year. He began a conversation with Healthy Congregations about their future goals. There are interviews going on for church administrator and bookkeeper, and Scott is excited about the prospects.

**LDC Nomination Presentation**

Leslie Koc came from LDC to present the Board and Endowment Committee nominees that will be announced to the congregation. They were discussed by the Board, and there were no objections to any of the nominees.

**Finance Committee Report**

Sylvia reviewed the quarterly financial report. The operating general reserve fund has a balance of \$175,000. The general fund currently has a deficit. Based on current estimates, we will end this fiscal year with \$90,000-\$125,000 in the operating general reserve. She estimates that we will end the year with a budget shortfall of \$38,000-\$74,000. We have overspent our landscape and snow removal budget. The bills have all been paid, so Sylvia requests to increase the landscape and snow removal budget from \$3500 to \$5000 for this fiscal year.

*MM moved to increase the budget as above, seconded by GB. Unanimous.*

Sylvia reviewed the budget for this year. She estimates that we will end the year with a budget shortfall of \$38,000-\$74,000. Pledges did not come in at the level we hoped, so Scott decided that the staff would not receive merit or cost of living increases for this year. With the revamping of Jenn's and Eileen's jobs, the hourly pay and number of hours will come up a little bit. According to Scott's contract, we are obligated to allow him to take a sabbatical 1 month per year, which we plan to do in his 6th year (6 months). While we will have to pay for a replacement for him, it is unclear if we need to plan to pay for any of his professional development costs. This money is budgeted to be saved over the next 4 years. Susan suggested consulting with the UUA to determine what is expected or recommended. Chad has not looked into this yet but will.

*MM moved to take the professional development money out of the budget while we research this issue; second by CL. Unanimous.*

Social Justice put in a budget request that was significantly more than this year, including an increase of \$1700 for Fireflies and \$2500 as an 1/8 share as part of an interfaith homeless outreach program. Fireflies had \$11,400 in the bank at the end of March, after paying for book bags and for the fundraiser event, although it does not include income from the event. The total costs identified for the Fireflies program is \$12,500. The Board agreed to remove \$1700 from the Fireflies request. Marty will discuss this with the Fireflies leadership. The interfaith homeless program is a low-barrier/no-barrier program with a team of 8 churches spinning off the Back Door Cafe at the Methodist church. UUFCA has been the catalyst of the project with 7 other churches and an additional 4-5 churches that will be invited in. There is a person they are working with. If all 8 churches contribute \$2500, it will fund the project. Scott would like to see us contribute to this but understands our budgetary constraints. Susan suggested having a specific ask to the congregation like we had with Scott's trip to the border. Based on the visioning process, this type of outreach and social justice project is what the congregation is wanting. The Board unanimously agreed to remove this \$2500 from the budget in favor of going to the congregation for a separate ask.

If our projections in our 5 year plan are accurate, we will consume our operating reserve during the 20/21 fiscal year. The Finance Committee is unanimous in their opposition to planning to use the building fund to fund income shortfalls. Marty pointed out that the donor has approved use of the building fund to fund income shortfalls. In response to next year's budget shortfall, the Capital Replacement money was removed from the budget. They are also unanimous in feeling that the Capital Replacement is important to have in the budget. It is included in the budget for succeeding years. Asphalt maintenance has also been removed from the budget, although there is money in reserve to cover the current asphalt maintenance needs. Greg expressed concerns that staffing costs are significantly increased and are eating into capital costs. Marty expressed concern about presenting a 5 year budget before completing strategic planning. Sylvia requested approval to submit the budget for the annual report.

*CL moved to approve the draft FY 19/20 budget and recommend that the budget, as changed today, be presented to the membership for a vote. SK seconded. GB voted no. SK, SM, MM, MR, CL, and EBI voted yes.*

### **Stewardship Committee**

Susan reported that the \$5,300 match brought in an additional \$6,410 by 17 people for a total of \$11,710. The Stewardship survey showed that people most commonly reported not knowing how their money is being used.

### **Facility Report**

Greg reported that the ADA parking is moving forward. It will cost about \$20,000, an increase of \$10,000 because it will need a sidewalk to go with it. We would have needed ADA parking when we expanded the parking lot in the future. The painting project is expected to start in June. The leak in the mechanical room turned out to be a downspout that froze and shattered. It was supposed to be heated to prevent this, but the heating didn't work. It will need to be repaired. The pressure reduction valve bid still has not been received. The Committee is still working on the snowmelt system. Don is still working on security training with greeters and people at the front desk.

*MM moved to approve an additional \$10,000 for the ADA parking spaces. Seconded by GB. Unanimous.*

### **Auction**

Shonna Edwards has requested \$350 for software called Auctria to manage the auction. The auction has a budget of \$600. Sylvia recommended raising their budget by \$350 which she can approve with a Board vote. The Board agreed with this plan. Shonna also asked if they should highlight anything in particular with the auction, but Marty did not think there was anything in particular to highlight, because the money will go toward the operating budget.

### **Personnel**

Chad reports that the Employee Handbook, like all policies, needs to be reviewed and re-approved. There are a few places that need to be changed. He is still working on making these changes, which are not time sensitive, as this is not due until the end of June.

He also presented a Resolution to Create Procedures for Regular Evaluation of UUFCO's Ministry. This was kept deliberately vague as this is meant to be for regular evaluation. Sylvia suggested adding the president or past president to the team as the third member. There was discussion of the structure and timing of the first evaluation.

*GB moved to approve the resolution with changes as discussed, GB seconded. Unanimous.*

### **Reference documents:**

Resolution No. 2019-XX Resolution to Create Procedures for Regular Evaluation of UUFCO's Ministry.

### **LDC Governance Instrument**

Marty presented the LDC Governance Instrument with the addition of changes that the Board discussed at the last Board meeting. The LDC requested to change #2 to attend specific specific LDC (member vacancy) meetings on an ad hoc basis as identified by LDC chair and Board President.

*MM moved approval of this resolution. SK seconded. Unanimous.*

### **Reference documents:**

Resolution 2019 A Resolution to Create a Leadership Development Governing Policy

### **Vision**

Scott got initial visioning thoughts from the visioning team and drafted statements. Scott took their statements and drafted his own statements which he reviewed during the meeting. Scott is preaching on the vision this weekend. There was discussion about what to do with this vision and how to present it to the congregation. Scott suggested that even though the vision does not require the vote, it might be good to have a vote of affirmation. We need a plan for how to have people engage with the vision. Marty stated that there would be a strategic planning task force

that would use this vision and go to the committees to help them determine how the vision can be woven into different groups' planning. There was discussion about whether a 5 year strategic plan is even needed. The last 5 year plan was written as part of an application for a Chalice Lighters grant.

**Reference documents:**

UUFCCO Vision Draft-4/5/19

**Annual Meeting/Annual Report**

Email went out from Leslie Koc requesting input for the Annual Report. Chela will compile the input and put it on the website May 6. Greg will not be here for the meeting on May 19. Marty thinks there may need to be some discussion of upcoming facilities issues at the meeting. There are no bylaw changes, only approving the budget and elections.

**Chimes Request**

Someone has requested to purchase chimes as part of a multigenerational musical choir. Scott has already responded to the request, since there is no money for this currently.

**Policy Review**

Policy review will be tabled in the interest of time.

**Meeting Adjourned: 6:40pm**

**Next Meeting May 9 @ 4:00pm.**