

**UUFCA Board Meeting**  
Apr 12, 2018  
Location: Conference Room

**Attending:** Mark Hickman, Erika Beard-Irvine, Scott Rudolph, Marty Rudolph, Max Merrill, Sylvia McFarland, Paul Bennett, Greg Byrne. Don Hartsough attended briefly.

**Absent:** Amy Falkenrath

**Guests:** None

**Called to Order:** 6:00 PM

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

**Consent Agenda**

Minutes of March board meeting with recommended changes and March financials approved. April board agenda approved with addition of Fund Carryover topic.

*Acceptance of consent agenda moved by GB, second by PB. Unanimous.*

**Reference Documents:**

Board Minutes March 8, 2018; March Board Financial Report 2018; Board Agenda April 12, 2018

**Safety and Security Presentation**

This year has been devoted to planning to protect ourselves in an active shooter scenario. Don has had conversations with multiple congregation members and Holly Smith reviewing our plans. She was impressed with the active shooter buttons in the building. Don would like to have someone skip the service and sit at the welcome desk to monitor for a disruptive person or someone with a weapon. That person would also potentially be able to notify the people in the sanctuary to use the Bailey Bars to block the sanctuary. He also suggested keeping the doors locked during service and having the person at the front desk open the door for anyone who comes in late. The down side to this is that it violates the concept of an open church. Don found and purchased some walkie-talkies for communication use between the front door and the sanctuary. Max expressed concern that the person at the front is the person most at risk. Don would like to train people who sit in the front. Mark pointed out that if someone wants to come into the building with a "military grade" firearm, they can simply shoot out any of the big windows and come in. Don pointed out that anything that slows a threat down, allowing placement of the Bailey Bars and use of the shooter buttons, is an advantage. Marty and Mark questioned whether the front doors could be programmed to lock automatically with an emergency button. Scott said that Jenn is investigating ways to have auditory notification of someone entering the building during the week when the staff is in the office. Greg pointed out that the overall probability of having an active shooter are low, the consequences of that happening would be very high. Mark expressed concern for trading our current church environment for that of distrust and fear. Don is going to work with his committee to make some decisions and training.

**Minister's Report**

Congratulations for a successful stewardship drive. We have passed our goal by \$30,000. Virlene has announced her retirement at the end of this fiscal year. Mark will take over as Music Director. Dick has also announced his retirement. Scott thanked Sylvia for her work on the budgeting process. All of the committees feel engaged and supported. Scott feels like the process has been fairly smooth. Scott attended Judy Hurlburt's class on Friendship and Covenant, which had about 30 people in attendance. He was impressed with the attendance, which Mark says is new this year. Scott will be meeting with Kathleen Harrington to start

planning for adult faith development programs for next year. Scott met with Health Congregations about the sexual ethics, policies, and sexual offenders document and got suggestions from them. The document will likely be released this week. 12 people from UUFCO are planning to attend Regional Assembly. Scott would like to meet afterward for a debrief. He may not be there for some of Saturday, because he is planning to go to a protest in The Dalles at the NORCOR prison that day. He has begun his work with the CONL Advisory Committee. Installation was great. Scott is very grateful to all of people who put effort into making that day. Shirley Furst's memorial was this month. It was Scott's first memorial service at UUFCO. It was an important day for supporting Max and Shirley's family, and he was glad to be a part of that. Easter services went well. People seemed to appreciate the different format of the time between services. There were 424 people at the two services. This year, there were more people at the second service. Last year, there were more at the first service. Over 60 people came to the one-on-one conversations were really excited about the process. Scott continues to hear from people searching for connection within the congregation. He feels like we need more intimacy. Mark will be sitting down with the staff to look at Breeze and the pros and cons of moving all of our database operations to the Breeze platform. We had a good turn-out at the March for Our Lives. The policy book contradicts the Minister's contract regarding hiring, firing, and compensation and whether the Minister can hire someone without the Board's approval specifically regarding hiring Mark Hickman as the new music director. Scott has talked to Virlene and various choir members about whether Mark is an appropriate choice, and he thinks Mark is the best choice. There were no objections from the Board to hiring Mark, and it was agreed that we just needed to agree to this and that it does not require an official vote. Jenn is requesting an increase in the pay for Event Hosts from \$15/hr to \$20/hr to make it easier to keep a pool of ad hoc staff available. She included this potential additional cost in the event host budget for next year. While the renter is not directly paying the host, the cost of the host is included in the price of the rental. Scott has moved forward with getting an RE consultant. He has identified Rev. Christina Leone-Tracy who is currently senior minister at Fox Valley UU Fellowship in Appleton, WI. She has a lot of experience with RE programs and with RE credentialing, a process which Ayla has begun. Scott knows her from seminary and is very familiar with her work. He would like to have her come for a 1 day visioning trip with some RE families and other members and work with Ayla on an ongoing basis. We have \$3000 budgeted for this process. Scott reviewed the Aesthetics Committee statement and recommends that the Aesthetics Committee be considered a ministry committee that falls under the guidance under the minister. He wants to empower this committee, the same as other ministry committees, where he is aware of what the committee is doing, but the committee is empowered to do what they need to do. Scott and Max will notify Dale of the board's decision.

*MR moved that the Aesthetics Committee be removed from the list of board committees and added to the list of ministerial committees, GB seconded. Unanimous.*

Scott requested an additional \$80 for a whiteboard.

*MH moved that the money be approved, MM seconded.*

### **Reference documents:**

Minister's Report Apr 2018; Aesthetics Committee update

### **Treasurer's Report**

This month we received a donation of \$101K to the endowment fund from Christine Boyer's estate. Also this month, 3 of our money market accounts were changed to different accounts that pay a higher interest rate. The General Fund balance is -\$7000, so we will likely have to

use money from the operating reserve account. The Finance Committee is recommending that \$49K cash reserved by transferred to a 19 month CD at 1.98%.

*Moved by MR, seconded by MH. Unanimous.*

Sylvia reviewed the balance of the operating and building funds. Max is working to change the wording in the original agreement to allow the money in the Building Reserve Fund to have unrestricted use. Reviewing the budget, Sylvia reports that we will likely have \$34,000 higher income this year than budgeted. Based on year to date projections, we will likely spend \$15,000 less than we budgeted. The only line item that looks to exceed its budget or adjusted budget is advertising because of the ads taken out when Scott arrived and for Christmas and Easter. Sylvia requested a motion to increase advertising budget for FY 17/18 to \$3200.

*PB moved, MR second. Unanimous.*

Last month, the Stewardship Committee requested an increase in their budget line item, but they were able to save some money through donations by members of the committee. For FY18/19, Sylvia increased the cash and miscellaneous contributions budget commensurate with the increase in membership. Pledges in hand are currently at just under \$360K. The budget estimates \$364K with new members and additional pledges. We are budgeted for 17.6% more income for next year. Our biggest expense is salary. Scott has met with staff and facilities cluster and recommends some personnel additions. The first is a 13 hour/week communications office assistant to take the pressure off of the administrative staff. The second is a 10 hour/week janitorial person to give Parker more time to address facilities issues and take some of the pressure off of the members of the facilities cluster. Third is money in the budget to pay AV staff on Sunday and to have additional AV staff available for building rentals. There is also money in the budget for training people on the AV system. There is also an increase in the rate for the accompanist to meet the current going rate. This would result in an increase in over \$50K for personnel costs in the budget. In program expenses, we are budgeting \$2100 for an ASL interpreter. Kim will donate her time 3 Sundays a month. Our dues expenses will increase this year. Office expenses include a budgeted replacement of two computers that are aging out. The maintenance and repair line item is increased to allow for painting two exterior walls instead of one. This year, the maintenance budget will be spent on unexpected costs. There is also an increase in maintenance contracts. Jenn realized that there are maintenance contracts that should have been done but have not been and budgeted for them this year. The capital replacement fund line item is intended to plan for replacement of major items like the roof. A line item was added for memorial services. Those services are provided to members for free, but we want to pay the accompanist. There is a budgeted deficit, similar to last year, of \$86K, although this year's actual deficit is expected to be much less. With our current budget plan, we have predicted deficits for the next 4 years that would results in a total deficit of \$257K while we have \$225,000 in the OP Reserve Fund. We will also continue to put money in our capital reserve fund. Its balance will be \$175,000 five years from now. There was discussion of the budgeted deficits in light of membership growth and increased staffing.

*MH moved approval of the budget to send it to the fellowship; GB seconded. Unanimous.*

#### **Reference Documents:**

EOM Board Reports- Apr 18; Budget report

#### **Non pledging members**

There are currently 5 people on the membership roles who pledged for next year but have not pledged for this year. Most of them are new members. Mark would like to treat them as members for purposes of the annual meeting. There is a group of 5 members that have not pledged last year or this year and have had no or minimal contact. The board agrees that if

these members do not pledge or obtain waivers by the annual meeting. There is also a group that would lose active membership at the start of the fiscal year on July 1. Mark would like to clarify some issues with some of the people on this list (may have submitted a pledge that they meant for FY18 that was counted for FY17). This issue will continue to be worked on.

### **2017-2 Resolution to Modify the Policy on Designated Funds**

Changed language regarding the Minister Discretion fund and the Education Leadership Development Fund.

*Acceptance of resolution moved by SM, second by MR. Unanimous.*

### **Documents:**

Resolution 2017-2

### **Snowmelt System**

Greg announced Vernon negotiated to get the snowmelt system replaced and corrected at no expense to UUFCO.

### **Carryover Funds**

There was discussion of what to do with unspent funds at the end of this year as a one-time measure for Fireflies. Mark had suggested transitioning the money to the general account and increasing the Fireflies budget line item. Sylvia would rather keep the money in a general fund payable account (as it is currently being accounted for). Sylvia and Grace Kennedy are both investigating what other congregations do with income. The board will revisit this issue in the future.

**Meeting Adjourned: 9:14pm**

**Next Meeting: May 10 @ 6:00pm**