

UUFCA Board Meeting
Aug 14, 2017
Location: Conference Room

Attending: Mark Hickman, Marty Rudolph, Sylvia McFarland, Amy Falkenrath, Greg Byrne, Max Merrill, Rev Scott Rudolph

Absent: Paul Bennett

Guests: None

Called to Order: 6:02 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

July minutes, July financials, August board agenda all approved.

Acceptance of consent agenda moved by MR, second by GB. Unanimous.

Reference Documents:

Board Minutes July 13 2017; financial report 2017; Board agenda August 14 2017

Policy Matters

a. Emergency Closure.

Reviewed policy statement regarding responsibility for shutting site down in emergencies. MM also noted that this policy is needed for insurance purposes. GB questioned whether a sign should be posted on the driveway in addition to a sign on the door. AF questioned whether the city has rules about that kind of temporary signage. MH suggested that this be looked into for the future. It will not be added into the policy statement at this time.

Acceptance of policy moved by GB, second by MR. Unanimous.

Reference Documents:

Resolution 2017-22

b. Adding section on Oversight and Evaluation Policies to the Policy Book.

Resolution to add a chapter on Oversight and Evaluation Policies to the Policy Book to signal a plan to develop oversight policies in partnership with the settled Minister in the future. MM expressed a plan to give this chapter of the Policy Book priority in the future. Specific wording of the section was discussed and adjusted.

Acceptance of policy moved by SM, second by GB. Unanimous.

Reference Documents:

Resolution 2017-23

c. Review of documents related to Rev Scott's call and housing loan.

Discussed Amendment to Call to Ministry Agreement to adjust start of contract date and annual renewal date to coincide with the start of the fiscal year to improve clarity regarding start and end dates of contract and start of minister's pay cycle. The current cycle will run 14 Aug through 30 Jun and then restart 1 Jul. Reviewed housing loan documents.

Acceptance of loan documents for housing purchase moved by SM, second by AF. Unanimous.

Reference Documents:

Amendment to Call and Ministry Agreement, Housing Loan Agreement-Rudolph, Promissory Note-Rudolph, Trust Deed-Rudolph

Discussion of Closure of Rev. Antonia's Contract

Contract was written to go through end of July. There was some confusion in the past about whether she was being paid through the middle of August. She started in the middle of August on a 3 year contract, although the contract was actually written to the end of July. Concern was expressed that it would serve the congregation well, as a good-will gesture, to pay the 15 days of salary. AF discussed that when she was board president an employee was terminated for cause and was paid out for the remainder of the month as a good-will gesture. AF also discussed that the contract states that she would be paid a certain amount annually and that we should clarify that we paid that amount. SM remembered that Rev Antonia had previously stated that she was planning to work until Aug 12. Other people remembered her having said the same thing in multiple other settings.

Motion to pay Rev Antonia for 12 days in Aug by MR, second AF. Unanimous.

Setting 2017-18 Board Goals

MH reviewed board goals for the past 2 years. MH asked for volunteers to work on draft goals. MR and MM both volunteered to work on goals to bring before the board.

Reference Documents:

Board Goal Statements for the Past 2 Years

Policy for Handling Income/Expenses of Committees who Generate Income

Music, Adult RE, and Art Committees all generate income and are doing different things with their funds and have different expectations for what to do with their funds. MM asked if there is any logical reason for these committees that generate money to have their money treated differently and, if not, how will this money be treated (general fund entirely, general fund to a point with the rest going to the committee, etc). SM reviewed her analysis of income activities of these 3 committees. The Board discussed the purpose of the committee funds and how it will be used. It was discussed that budgeting would be a good topic for committee chair leadership development. Rev Scott discussed his thoughts on discretionary funds which may be contributing to the problem. Restrictions on access to discretionary funds, as delineated in policy, are not currently being followed. Recommendations: don't allow income and outflow through discretionary funds; no longer have committees with only an income line or only an expense line when they have both (listing expense as negative income). There is need for a generalized communication or meeting with committee chairs to discuss budgeting and income.

Reference Documents:

Treasurer's Analysis of Income Activities of 3 Committees dated 10 Aug 2017

Treasurer's Report

SM has been learning Eileen's job. Pledge income looks high, because some people pay pledges up front, but this will not carry out through the year. Maintenance and repairs were high, because the heat pump needed work and was not completely covered by warranty. The new website is a high expense but is now up and running. In the church's contract with Rev Scott, we need to set aside 1 month per year for his sabbatical. Do we need to amortize his salary or do we need to budget for someone to fill in? MH thinks UUA would likely have resources. AF will look into it. MM thanked SM for her hard work and how much time she has been putting into the church's finances.

Reference Documents:

EOM Board Report July 17

Discussion with Rev Scott about His Priorities, Expectations, Concerns, etc.

Rev Scott plans to focus the next year on relationship building and determining where the congregation wants to put its energy. He plans to jump into the social justice work that is already taking place. He does not anticipate dramatic changes in the first year.

Adjourn: 8:50 PM

Next Board Meeting: 14 Sep 2017