

UUFCO Board Meeting
August 9, 2018
Location: Conference Room

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

Absent: Scott Rudolph

Guest: Virginia Sponsler

Called to Order: 4:00 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

Minutes of July board meeting and August financials approved. August board agenda approved. *Acceptance of consent agenda moved by MM, second by SM. Unanimous.*

Reference Documents:

Board Minutes July 12, 2018; August Board Financial Report 2018; Board Agenda August 9, 2018

Financial Update

The financial review was conducted on July 20. Sylvia reviewed the summary for the report. Two areas of concern were the lack of a credit card policy and the ease with which anyone could access the file cabinet where payroll records are kept. The keys to the cabinet have been identified. Sylvia and Eileen each have copies of the keys, and Scott will be given a copy when he returns. A credit card policy has been drafted and forwarded by Scott to the staff for comment. Marty asked if it should be added to the staff manual once it is finalized. The plan going forward is for Sylvia to review the preceding week's credit card charges. Chad reported that, when reviewing the staff manual with Mark Hickman, he discovered that Mark can no longer serve on the Finance Committee. The event rentals will be reviewed next week. The Finance Committee will be reviewing our insurance coverage. According to the builder, the replacement cost of the building has increased. Current replacement cost is \$12.6 million. Sylvia will explore the change in premiums if the replacement cost is increased. Both the endowment funds and the \$301k in Selco have been moved to Ameritrade as previously approved.

Reference Documents:

EOM Board Rpts Jul 2018; EOM Bldg Rpts Jul 2018; Financial Review 7-18

Minister's Report

Scott was not present but sent a report which was discussed. There was discussion of the church's office hours and why they are 10am-4pm. Chad has investigated our staffing as related to other churches' staffing. He suggested that some of the gaps in staffing or hours could be addressed with volunteers.

Reference Documents:

Minister Report-Aug 2018

Facility Cluster Education by Greg

Greg reviewed the committees and chairs in the facilities cluster. Parker was added as a permanent member of the committee at the last meeting. He reviewed the philosophy of the cluster: get in front of problems before they get really expensive. They are approaching problems like painting and interior maintenance with this philosophy. He reviewed the current projects of the cluster. The snow-melt system in the service court has been replaced. Vern has

continued to work with the contractor to get documentation. Duncan Brown has been working on the parking lot expansion. The plan is currently before the city for review. Greg Holmberg did some review of parking solutions and is making recommendations for managing parking with the change to two services. The plan to implement solar energy at the facility has been deferred with Board approval. Marty asked if we need to start thinking about "succession planning" in these committees. There was discussion of ways to identify members and friends of the congregation who would be potential members of these committees.

Documents:

Facilities Cluster Handout

Resolutions and Policy Review

The resolution to move to two services was presented to the Board. The date of decision to create the Growth Committee was determined to be 28 Feb 2018.

MM moved approval of the request. SM seconded. Unanimous.

Marty reviewed the Policy Review Calendar. There is a requirement that a letter be issued by the Board annually stating that we have read and agree to comply with the conflict of interest policy. Marty will make corrections to the letter and print it out to be signed at the next meeting. There were questions about the intended meaning of Article V of the of the conflict of interest policy. Chad will clarify the policy with Amy Falkenrath, who was Board president when the policy was created prior to renewing the policy. The policy will be discussed again at the next meeting.

The Endowment Policy and Procedures are due for review. Marty recommended that the Endowment Committee review the policy prior to renewing it. The policy will be discussed again at the next meeting.

The Smoking, Fragrance, and Disruptive Behavior Policies are due for review.

CL moved to accept renewal of these policies unchanged, GB seconded. Unanimous.

Documents:

Policy Review Calendar; Two Services Board Resolution

Labyrinth

Virginia Sponsler joined the meeting to review the Labyrinth Project. There was discussion of whether this is still a limited-term project or whether it is an ongoing operation. It has previously been funded out of New Home money but would potentially need to be funded from operations funds. Virginia suggested that the labyrinth should fall as a project under the Aesthetics Committee. There have been ideas for landscaping the area and/or creating a memorial garden in conjunction with the labyrinth, but there is no specific plan. Virginia suggests that Aesthetics (under Ministry) would be the best group to decide on design. Marty will discuss these issues with Scott and Dale. Greg asked what it costs to maintain the labyrinth year after year the way it is and what it would cost to make changes to it for the future. The request for \$5000 was tabled until there is a clearer goal and plan for the labyrinth space.

Documents:

LabyrinthProjectProposal-august2018

Goals/Visions

Marty discussed goals for the year. We need to do a 5 year strategic plan, which was delayed until Scott arrived, but we have people who have volunteered for this project. We scheduled a

meeting on 30 Aug at 4:00pm to discuss the strategic plan. The current 5 year plan is available on the church website. Marty encouraged the Board members to look into other churches' 5 year strategic plans and to consider how to manage our growth and how to sustain membership. Susan will research longterm goals of other churches. There needs to be a vision of where we will be in 5 years as compared to our vision, which is difficult to measure. There was a discussion of ways to fund social justice and other ministerial activities outside of the budget.

Meeting Adjourned: 6:05pm

Strategic Plan Meeting August 30 @ 4:00pm

Next Meeting September 13 @ 4:00pm.