

**UUFCA Board Meeting**  
September 12, 2019  
Location: Conference Room

**Attending:** Erika Beard-Irvine, Marty Rudolph, Sylvia McFarland, Susan Kinney, Chad Leonard, John Lawton, Scott Rudolph, Mark Steinberg

**Absent:** None

**Guest:** None

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

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

**Consent Agenda**

Minutes of August board meeting approved with changes. September financials approved. September board agenda approved.

*Acceptance of consent agenda moved by MR, second by SR. Unanimous.*

**Reference Documents:**

Board Minutes August 8, 2019; September Board Financial Report 2019; Board Agenda September 12, 2019

**Minister's Report**

Scott is experimenting with a different style of report, using a bulleted oral report instead of a written report. Leora and Jonathan have integrated well. The staff retreat was a couple of weeks ago. They are a very balanced staff in terms of both personality and skill. Jonathan is bringing a level of insight and management into events that we didn't have before. Leora is getting up to speed on the bookkeeping. She has already made some changes to the ACE and the newsletter that have been very positive. This year we are going to work toward making sure members and friends of the congregation understand what we are doing. Scott and Dale are working on a newsletter article explaining the new organization of aesthetics. Scott is working with the Social Justice Steering Committee to create some focus and unification in our social justice mission and activities. We are hosting Embrace Bend as part of Welcoming Week in Bend on Tuesday Sept 17. We are talking to 2 preschools currently. Scott, Dana, and Jonathan are working to collect more information. One is an established preschool in Bend that is looking to expand and the other is someone new moving to the area. Scott and Leora are working on a plan to market the church through social media and to diversify activity at the church. Scott will be looking to the Board for accountability this year on community building and will check in every month. He has a request for New Home Funds for dishware. Jonathan pointed out that we don't have enough dishes for the limit of our rental ability, stainless steel beverage dispensers (the plastic ones are starting to break), and floor covers to protect against spillage. We have storage capacity for these dishes. The cost would be \$1500.15.

*Motion to approve funds by SM, second by CL. Unanimous.*

**Finance Report**

Sylvia reminded us that 1 year ago we decided to invest money in Ameritrade into a CD ladder. The 1 year CD expired. She would have put it into a 3 year (so we would have 1, 2, and 3 year remaining). The Finance Committee felt that rates are so low that they wanted to put it into a 1 year CD. The rate is 0.1 point higher, but it is callable in 6 months.

We are required to review our insurance annually. Last year, Max talked to Kirby-Nagelhaut who said replacement cost was \$12.5 million. Church Mutual would not insure for that much, so the

coverage is for less. It is a 3 year term which is up in July 2020. The question is whether we should fight to have the amount increased now or wait until the term is up.

*MS moved to leave the insurance policy as is until July 2020, MR seconded. Unanimous.*

To get our sexual molestation coverage from Church Mutual, we needed to complete a form. It has now been completed and submitted, and we are waiting to hear back about that coverage.

Sylvia has had a plan to give seminars on church finances, to increase transparency. The only people who showed up to the first one were her back-up, his wife and two Board members, so she does not think she will continue to do the seminars. She will continue to put articles in the ACE. Marty suggested that there might be better turn-out if meetings were on Sunday before, between, or after services.

### **Endowment Committee**

The Endowment Committee will be meeting in October. There is a great deal of work to be done on marketing and policy work, so Marty is planning to suggest meeting more frequently than quarterly. She has looked at 8 different churches, only 1 of which was a Unitarian Church. We are very different than a typical endowment. The Committee can't create a brochure or any other marketing until there is clearer guidance and policy on how the money will be used.

### **Personnel Committee**

Chad has researched adding a relationship policy to the handbook and forwarded it to Scott to get a better idea of what Scott wants in the policy. Scott and Chad feel that it does not need to be a specific written policy and that such conduct is already covered under the existing code of ethics that it includes relationships between staff members or between a staff member and a congregant.

*Chad moved that the handbook be accepted as presented at the July Board meeting with date reflecting the day of today's meeting, second by MR. Unanimous.*

Chad and Marty will get the ministerial review underway over the next week. The first thing they will do is find a third member of the Ministerial Review Team. The RE Director search will also be starting soon.

### **Stewardship Committee**

Linda Johnson and Fletcher Chamberlin have created a program-based budget, dividing the parts of the budget into 5 "buckets" to help make the budget more understandable, including how the staff divides their time among the buckets. They have also developed a pie chart to help people understand what all is going on and where our funds are going. Linda will be writing articles about the program based budget for the newsletter. In addition, Membership is showing the pie chart at the New-Member classes. There was discussion of how to include community collection money that is sent out of the church and the lower rental rates that we give to nonprofits.

### **Facilities Committee**

John reported that the snowmelt system has been repiped. It may not work, but the hottest fluid will be going to the snowmelt slab. There is still no asphalt outside the door. K-N is still having trouble finding someone to do such a small asphalt job. The same issue with finding someone to do a small asphalt job is holding up building the parking spaces. The coil was repaired and the coolant was recharged in the heating system. We got a response to our letter about the heating

unit. There has been a recommendation to cover the outside units to keep snow off, although last winter the building was cold before it snowed. The person who does our handiwork is will to build something, but it will have to be engineered by someone else and approved by the city. There will be another meeting about this November 7. John wants to restructure the Facilities Committee. The tasks that it was created to do are now being done by Parker. What Parker needs now is a group to help with bigger projects one Saturday a month. Scott feels that we have already made that transition with Parker doing the janitorial work, but we have not transitioned Parker's hours. We need to decide if it makes more sense to hire someone less expensive to do janitorial work, so Parker has more time to do the rest of his work.

### **Defining Membership**

There was a conversation about membership requirements that will continue at the next meeting.

### **New Business**

Back to Church potluck is Sep 13. The Committee Fair is October 13.

**Meeting Adjourned: 5:56pm**

**Next Meeting Oct 10 @ 4:00pm.**