

**UUFCA Board Meeting**  
Jan 11, 2018  
Location: Conference Room

**Attending:** Mark Hickman, Erika Beard-Irvine, Scott Rudolph, Marty Rudolph, Max Merrill, Sylvia McFarland, Amy Falkenrath

**Absent:** Paul Bennett, Greg Byrne

**Guests:** Leslie Koc, Leadership Development Committee

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

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

**Consent Agenda**

December minutes, December financials, January board agenda all approved.

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

**Reference Documents:**

Board Minutes December 14, 2017; December Board Financial Report 2017; Board Agenda January 11, 2018

**Policy Discussion and Approvals**

On policy of building use fees, policy is amended to specify “immediate” family.

*Moved by SM, second by MR.*

Resolution of modify letter of call of the Ministerial Contract. The current contract states that evaluation of the Minister shall be led by the Shared Ministries Committee, but this Committee no longer exists. The paragraph is modified to read that the Board of Trustees will be responsible for leading assessments of the minister. The contract will be modified and re-signed by the Board president and the minister.

*Moved by SM, second MR. The minister also approves this change.*

A resolution to replace the policy on designated fund with a policy on designated giving was presented and discussed. The proposal is close the following designated funds to future giving and return remaining funds to the general fund at the end of FY17-18: Youth RE, Music, Library, Adult RE, and Art. These funds will also be removed from the monthly Board financial report. Funding for professional development should be included for staff members associated with these committees. Donors who wish to designate their donation to a specific purpose will obtain approval from the Board and the Minister. No decision was made regarding this resolution.

There is a section of the policy book intended to include oversight and evaluation policies that will be written in the future in partnership with Scott. Mark and Marty have begun work in some evaluation plans and discussed their progress.

**Treasurer’s Report**

The treasurer reviewed the end of year balance sheet. We are on track with the budget for this year. There are currently 175 total pledges. 15 pledging units have not paid any of their pledge amount. There is a difference in who is being counted as a member by Eileen and by Chela. Scott will sit down with Eileen and Chela to determine what the most appropriate way is to determine who is counted as a member for UUA and to create a plan to approach members who are no longer active. The section of the bylaws addressing membership and pledging was reviewed. The building fund’s assets are up over last due to the addition of money to the

minister's housing fund and the capital replacement fund. The endowment is currently about \$260,000 and is currently at Washington Federal. The general funds budget has been change to reflect changes approved by the Board. We are below budget for ministerial compensation but over budget for children's RE and childcare. We are also over budget on payroll taxes, likely secondary to event rental staffing. Future users are being charged for payroll costs that get passed through to renters. Office expenses are above budget and will need to be watched. Operations and maintenance is on track. There was money budgeted for window cleaning, but Parker took care of that. Advertising and outreach were above budget, mainly from one-time costs. Overall, we are at 50% expenses halfway through the year. Sylvia sent the half-year general ledgers to the appropriate committee chairs and staff to notify them of their budgets and of how much of their budgets is left. The Finance Committee will begin working on the budget soon. Eileen will be out of town at the end of the month. Max will help count the plate on Jan 27.

Dale Clark has requested two expenditures. The UUFCO flag was in tatters and needed replacement at a cost of \$175. This will likely need to be replaced annually. The computer sign inside the front entrance required a \$375 software update that has not been budgeted. The sign has not been used as intended, and Dale suggests that it be used to display the UU seven principles.

*Approval of these charges moved AF, second MR*

### **Minister's Report**

Scott is hoping to get to some larger projects during the second half of the year. He is looking forward to the congregational meeting this weekend. Scott will be gone the last weekend in January at a ministerial conference, focusing on entrepreneurial ministry. The intern minister at Nativity Lutheran Church is interested in pursuing UU ministry and begun conversations with Scott and Ayla.

### **Reference Documents:**

Minister's Report - Jan 2018

### **Steps Following Policy Adoption**

Once a policy is approved, it requires forms and procedures to ensure that committees, members, and staff follow through with the new policies. Marty and Leslie discussed the Leadership Development Committee and the Board working together to create a plan to train committee chairs in the policy book. The Board discussed the need to frequently refer to the Policy Book publicly and to live the Policy Book.

### **Who is Privy to Pledge Information**

For some congregants, it is a big deal who knows what their pledge is. Scott, Mark, Marty, and Max met this week to discuss this issue and determined that conflicting policies need to be resolved. There also needs to be a process by which people can ask to have their pledge information limited to a smaller group, determine who is in that smaller group, determine whether that limit rolls over from year to year, etc. Ultimately, we would like to create a culture of openness. In most churches, the pledge amounts are known by the stewardship chair, the treasurer, and the bookkeeper. The policy book contains a policy that allows for people to request that their pledge only be viewed by the bookkeeper. These requests continue indefinitely. Mark reviewed the history of this topic back to the time prior to Rev Heather through to the time to Rev Antonia. Leslie pointed out that the original request to be anonymous has been continued from several years ago, and people may not even remember that they are on this list. In the short term, it is fiscally responsible for an additional person (the Treasurer) to

have access to this information in case something happens to the bookkeeper. In the longer term, the Board and the Minister need to reevaluate this policy allowing people to anonymize their pledges. Mark feels that the Board could do a better report of asking for reports with more specific information to help with synthesizing information.

### **Installation Update**

There was an Installation Committee Meeting today, and everything is going well with planning.

### **Update on Strategic Planning Team**

The people who were asked to serve on the Team have agreed to serve. They have a meeting scheduled for next week. We need to determine as a Board if this is truly the strategic plan or are we having initial discussions. Scott thinks that we are still figuring out who we are as a congregation and that the strategic plan is something to do in the near future but not currently. Max also pointed out that Scott needs more time to get to know the congregation to be able to provide input to the strategic plan.

### **Update on Organizational Chart**

Scott reviewed the proposed organizational chart with previously proposed changes. The Board reviewed the current Organizational Chart and requested clarification. These will be presented to the congregation on Sunday.

### **Reference Documents:**

Organizational Chart; Ministry Wheel

### **Preparation for January 14 Midyear Congregational Meeting**

Max reviewed the schedule for the meeting. He will make some introductory remarks. He will explain about the transition to a policy governance model and discuss the large service sizes recently. Mark will talk about the policy book. Scott will present his organizational chart. The meeting will be opened to remarks. The entire meeting is scheduled for an hour. Amy will be timekeeper. The Board discussed whether to record comments to allow for review later and that members should know what the outcome of their input will be.

### **Action and Communication Plan**

Scott would like to add an item to the agenda where the secretary reviews action items at the end of the meeting. Scott would also like more specific communication regarding decisions and action items from Board meetings.

### **Update on Proposed New Member**

The Board discussed this issue in executive session.

**Meeting Adjourned: 8:53pm**

**Next Meeting: Feb 8 @ 6:00pm**