

**UUF CO Board Meeting**  
July 13, 2017  
Location: Conference Room

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

**Absent:** Greg Byrne, Rev Antonia Won

**Guests:** Don Hartsough, Grace Kennedy (group photo)

**Called to Order:** 6:06 PM

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

**Consent Agenda**

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

**Reference Documents:**

Board Minutes June 8 2017; financial report 30 Jun 2017; Board agenda July 13 2017

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

**Update on Board Retreat**

Scheduled for 29 July (9am-4pm) at UUF CO. Jim Morris to be facilitator again. MH is working on an agenda. The goal is relationship building among board members rather than specific agenda items. Agenda will be forthcoming.

**Review of Policy Manual**

MH reviewed the location of policy manual and other important documents on the new web page. He reviewed the format and a general overview of the policy manual. MH, AF, and MM reviewed the history of UUF CO in developing the policy manual.

**Treasurer's Report on UUA Audit**

For FY 2016, expenditures exceeded income by \$68K. Chris Cassard participated in audit. Eileen is doing a good job of bookkeeping. The audit shows that in the last few years we have grown substantially in membership, staff, and complexity and with the New Home Project. The following items have already started: approval of employee timesheets by a supervisor, Jen will approve each expense on her credit card when used by other staff and provide information in how to categorize the expense, Jen is now giving Eileen a copy of the worksheet of the specific costs for rental expenses, SM will review the Billpay payments. Things that are planned: SM to determine a procedure for committee chairs approve all expenditures (UUA recommendation) including situations in which a committee does not have an active chair, a policy for moneys not coming in through the normal offering plate (i.e. music events, etc), a financial review of the rental agreements to ensure agreements follow board policy, photo inventory of UUF CO personal property, board approved documentation of pay for each employee, common storage area for all non-financial documents. In review of financial policies proposal, SM and financial committee recommend a 6% rate increase. There was discussion of whether a rental rate increase should be a policy regarding rental rates. It was determined that the rental rate and policies should be posted on the UUF CO website. Informally the board members determined that a formal policy is not needed and that they support the current plan. They also recommend not using the credit card square for anything but rental payments and the auction. Automatic/online stewardship giving results in a percentage fee loss to the fellowship. There was discussion of whether to make people aware of this fee.

### **Reference Documents:**

Financial report 30 Jun 2017, New home balance sheet, Check register 6-30-17, Treasurer's detail report, Proposed financial policies memorandum, UUFCA rental rates as of 1 Jul 17, Proposed rental rates as of 1 Aug 17

### **New Policy on Firearms**

Don Hartsough from Safety and Security Committee presented resolution. Committee has determined that a firearm policy is needed. The Committee considered whether people with concealed weapons should be allowed in case of an active shooter scenario. On the other hand, concealed weapons permits are easy to obtain with minimal training. Policy prohibits any firearms in the facility or on the grounds with the exception of on duty law enforcement or board approved, certified security personnel. AF suggested adding a statement that a second violation would trigger the disruptive behavior policy. There was a discussion about how to communicate this policy to the congregation.

### **Reference Documents:**

Resolution 2017-21 dated 13 Jul 2017

*Acceptance of policy moved by MH, second by MR. Unanimous.*

### **Report on Health Insurance Option**

AF proposed that UUFCA purchase a "section 125 cafeteria" health insurance plan which would allow us to make insurance premiums for the employees that are not the minister nontaxable and would save us money by excluding the premium from payroll taxes. The cost of the plan is a one-time cost of \$99. The only downside is that the money for the insurance premium would no longer be counted toward social security benefits. In the future, if employees want dental, life, disability or other insurance, it would set us up for including those policies, as well as an HSA plan.

*Acceptance of proposal motion SM, second MH. Unanimous.*

### **Handling of Committee Funds**

Adult RE, Art, Music Advisory, and Social Justice Committees bring in and spend money but do not have a consistent policy for managing this money. Adult RE and Music have designated funds. Art money flows through the general fund. Art Committee money flows in and out of the same money stream, but Music Committee income flows to the general fund. SM proposes to work with the Finance Committee and the previously listed committees to establish a consistent fiscal policy for committee funds. PB discussed some issues from the perspective of the Art Committee. Money raised by the Art Committee does not carry over every year and is not listed as a separate line item in the general fund, although Art Committee expenditures are, so the Art Committee does not feel like they have money for events despite the fact that they bring in money from art sales, making it difficult to plan events.

*PB moved that an Art Discretionary Fund be created per the existing Policy on Designated Funds. MR seconded. Unanimous.*

### **Revisiting Bylaws for Amendments**

MM reports that some things have come up in the bylaws that will need to be adjusted. The last time the bylaws were updated, external counsel reviewed them and had some changes that were not substantive but should be incorporated into a future revision. Each board member (except Amy) is asked to read through the bylaws and identify any areas that might be eligible for change.

### **Getting to Know Board Members Proposal**

MR proposes having an extended check-in by one board member at each meeting to help get to know people better. MR also asked that board members talk up the Breeze event on July 23.

### **Art Committee Purchases**

PB presented 2 art pieces that are proposed for purchase by UUFCA as part of a portable, permanent art collection. The board reviewed the UUFCA art collection and plans for future art purchases.

*Motion to purchase "Quail Valley Ranch" by Suzon Schultz for \$1200 and Unnamed Wood Construction by Elizabeth Burger for \$300 made by AF, second MR. For: MM, MH, MR, AF, PB, EBI. Abstain: SM.*

### **Reference Documents:**

1% for Art Fund Notes (draft 9 Jul 17), UUFCA New Home Art Guidelines (update 19 Oct 14)

### **Addition Items:**

**1)** Rev Scott house purchase- An unnamed donor is giving \$100K to UUFCA. It is proposed that this gift be used toward the Rudolph's house purchase to offset the higher price of houses in Bend vs Pittsburgh. This money will be a loan with interest to the Rudolphs with a note and a trust deed securing the money. This money will become a permanent designated housing fund for the minister after it is repaid by the Rudolphs. After board approval of acceptance of the gift for this use, MM stated a plan to issue a letter to the lender to notify them that the funds are available to the Rudolphs. AF made wording change recommendations to the Loan Agreement draft.

*Motion to accept the monetary gift by MR, second by AF. Unanimous.*

*Motion to designate the gift for use as a housing fund by MR, second by MH. Unanimous.*

### **Reference Documents:**

Housing Loan Agreement draft

**2)** MH reviewed the change in bylaws from 3 at-large board members with 2 year terms to 2 at-large board members with 3 year terms. This change will occur at the end of this fiscal year when the 3 current at-large board members' terms expire.

**Adjourn:** 9:04 PM

**Next Board Meeting:** Monday, 14 Aug 2017 (Rev Scott to be in attendance)