

UUFCA Board Meeting
March 16, 2019
Location: Conference Room

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

Absent: None

Guests: None

Called to Order: 4:00 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

Minutes of February board meeting and March financials approved. March board agenda approved.

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

Reference Documents:

Board Minutes February 14, 2019; March Board Financial Report 2019; Board Agenda March 16, 2019

Minister's Report

Scott reviewed his report. Eileen is planning to retire at the end of the church year. Scott is looking at revamping how Eileen's and Jenn's jobs are divided by hiring one person to be church administrator/bookkeeper and one person to do events management. Patricia Moran, who used to do childcare for the fellowship, has approached Scott about working for the congregation again. There is not an open position, and he let her know that she would not be hired. As Scott has been looking at the visioning process and the developing vision, he is recognizing that the process will need a different style of leadership than he has had in the past, especially more active management of his time. His leadership style up until now has been more reactive, and now is a good time to adjust that. He plans to be open with the congregation as he does this.

Stewardship Committee Report

Susan updated the Stewardship Campaign. We have currently received \$356,000 in pledges. The Committee is currently making follow up phone calls. They are getting good information about why people have left the congregation and have found some people who thought they had pledged but hadn't. The Committee will also be sending out a survey to the congregation for feedback on the campaign. The current estimate is that we will not reach the \$415,000 goal.

Treasurer's Report

Sylvia has been getting lots of emails in the past two days as a result of the Stewardship follow up calls. Sylvia thanks Chela for pointing out what the bylaws say about people who don't pledge. She is drafting a letter (based on two templates from other churches) to be sent to people who have not pledged to see if they want to retain membership. Sylvia recommends that we support Chela drafting the letter for Marty to sign to send to the four people who have been identified as not having pledged in 17-18, 18-19, or (so far) 19-20.

MM moved to move forward with the letter. GB seconded. In discussion of the motion, it was decided that for four people a phone call might make more sense. Scott will take care of this.

Sylvia requests to make a 4.5 minute presentation to the congregation at both services with a follow up in the ACE giving a 1 minute history of the story of the building and the building fund, a review of the nonprofits that use the building, and a request that those who are able increase their pledge. There was discussion of Sylvia's proposed presentation.

LDC has requested that the Board approved Dave Floyd as a member of the Endowment Committee pending approval by the congregation.

SM moved to approve Dave Floyd; SK seconded. Unanimous.

Sylvia requested that we obtain background checks for all people who have access to our financial accounts or who have a church credit card. She estimates that this will be about 10 people and will cost about \$100 per year.

SM moved to institute annual background checks as discussed; SK seconded. Unanimous.

Personnel Committee

Chad reports that personnel has been busy. They are looking at hours for various employees and working on the personnel budget. Next month, Chad plans to bring a resolution for changes to the employee handbook. Otherwise, he will recommend that the rest of the employee handbook be re-approved. There was also discussion about the need to begin planning for Scott's sabbatical. His contract states that he gets a sabbatical every 6 years, but he doesn't know yet what he wants to do. We will need to plan for cost of the sabbatical itself as well as the cost for a substitute minister while he is gone. UUA has a great resource for congregational ministerial assessment. Chad has been reviewing it and will be bringing it before the Board to use in the future. Susan asked about the policy or plan for publicizing future job openings. Chad discussed the need to hire Eileen's and Jenn's replacements quickly but to cast a wide net.

Facilities Meeting

The parking lot expansion of handicapped spots is ready to be submitted. It is not a time sensitive project, so we will try to "piggy back" onto someone else's contract to get it done less expensively. The estimate for painting the building is \$25,394.00 to paint 3 sides and do some less extensive work on the fourth side that doesn't see as much weather. There is \$20,000 budgeted for painting and an additional \$12,000 for repairs. John doesn't think he will spend more than \$5,000 on repairs. If the work gets done before the end of June, there should be enough money in budget to cover it. If the Board agrees to this, we will enter into the contract, and the work will be weather-dependent.

MM moved approval of this bid. SM seconded. Unanimous.

There was water in the mechanical room that was likely snow melt. Parker did some clean-up work, and the water hasn't collected, so it is unlikely a leaky pipe. A crack has appeared in the ceiling outside the conference room. There is some damage in the storage room from tables and chairs being banged into the walls. In the past, we have mounted protective strips on the walls to limit this damage. Greg requests no more than \$400 from New Home funds to buy more strips for the storage room.

MM moved to approve spending \$400 in New Home funds to buy wall strips, SK seconded. Unanimous.

PDF Editing Software

Erika reviewed options for PDF editing software to allow for editing of the Policy Book on UUFCO website. Options included a one-time purchase of a PDF editor, an ongoing monthly fee

for a PDF editor, or editing the original word document, which Sylvia has on her computer. there was concern that software that is compatible with Erika's Mac laptop might not be compatible with a future board secretary's computer. Since Sylvia has the original Word document for the Policy Book, Erika will update that and convert it to a PDF for the website.

Rugs

Scott tabled this discussion.

Furniture Request

The Aesthetics Committee has requested to purchase some benches and a table for the Linus Pauling room and to make some alterations to the name tag cabinet. There is already a table in the room, but it does not match the benches.

SK moved to approve the request to buy benches, a table, and the cabinet alterations (total ~\$5000). MM seconded. Unanimous.

Reference documents:

UUFCA Furniture Proposal to the Board

LDC "Dare to Lead" Proposal

After discussion among the Board, Marty asked LDC if we could put this off for now and revisit it in May. We are very busy at the moment but appreciate LDC's work in this area.

Policy Issues

Policy on Board Committee Structure and Operation; Rules Governing Board Meetings and Committees; Rules Governing Fellowship Meetings were all due for review.

SM moved to the policies as written. GB seconded. Unanimous.

The Policy on Religious Education was reviewed. Sylvia moved that background checks be performed annually for all RE teachers and childcare providers. Susan recommended removing a specific name of a screening partner. Sylvia suggested adding "UUFCA shall use a background screening service approved by our insurance company." The policy currently refers to a childcare handbook being maintained by the DRE. Chad wants to keep that the same. The policy should be clear that it refers to religious education of children. The name of the overseeing body should be changed to the Religious Exploration Team. Erika will be responsible for rewriting the policy for the next meeting.

LDC /Board Accountability Document

Greg made some suggested changes to the LDC Governing Instrument to better delineate the relationship between the LDC and the Board. Scott suggested having the LDC perform their nominating process and then having the Board representative and the minister review the results. Susan expressed concern that the LDC would not accept this structure, but Scott thinks that they would based on his conversations with them. The recommended change is as follows: "2. To attend LDC meetings when nominees for the LDC vacancies take place or when otherwise deemed useful by the LDC Chair or Board President; and". Chad moved that the Board approve the draft with the change as discussed above pending approval by LDC and discuss by email.

Visioning Update

The Visioning Team got good feedback from the survey of the congregation. Three main themes have emerged: spiritual growth, connection and community, and how we are going to make

ourselves more visible in Central Oregon around issues of social justice. These are the three things that are in our mission. The group is working toward putting together a statement. Marty would like Scott to present this to the congregation in a sermon, as she doesn't think there will be time at the May meeting. This is the beginning of the strategic plan.

Reference documents:

UU Visioning Common Themes chart

Meeting Adjourned: 6:15pm

Next Meeting April 11 @ 4:00pm.