

UUFCA Board Meeting
Mar 8, 2018
Location: Conference Room

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

Absent: None

Guests: None

Called to Order: 6:00 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

Minutes of February regular and supplementary board meetings, February financials, March board agenda all approved.

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

Reference Documents:

Board Minutes February 8, 2018; Board Minutes February 28, 2018; February February Board Financial Report 2018; Board Agenda March 8, 2018

Treasurer's Report

Sylvia introduced a request to approve spending over budget based on increased needs for various areas. Moved as presented with overspending not to exceed \$3200 for telephone and 25% for other categories. Line items that are not completed at the time of the Board meeting will be funded based on the minister's discretion.

Approval of increased spending moved by GB, second MR. Unanimous.

John Coltman has been chair of the Endowment Committee. He would like to turn that over to Linda Crouse who would like the Board's endorsement. The Committee would also like clarity on an investment philosophy. Sylvia proposes a conservative investment intended to match the rate of inflation. Greg sits on the Endowment Committee, but the Committee has not met since he has been on it. There was discussion of the role of the Endowment Committee within the congregation. The chair of the Endowment Committee will be included in the annual meeting.

Reference Documents:

Budget Adjustment Recommendations

Minister's Report

Scott expressed his appreciation for the support he has received from the congregation. We have started the budgeting process, which Scott finds "exciting" and "fun." There will be another New Member Sunday on March 18. The next new member class April 14. NW UU Assembly is the last weekend in April. Scott encourages people to go. There are scholarships available for church members who want to attend.

The meeting entered a brief Executive Session.

There is \$3500 for consulting left for this year. As we are looking at moving to two services, Scott proposes that we look into using this money for that. There has been a significant increase in the number of children and youth in the RE program, resulting in a significant change in Ayla's job in the past 2 years. Scott would also like to use some of the consulting money for this.

Status of Installation

Everything is going well with planning. The order of service is almost finished. It's going to be fun.

Exterior Maintenance Funding; Parking Lot

The exterior of the building needs some maintenance work that will cost \$10-12,000. Sylvia recommends budgeting for this for the future. She thinks that it is important to spend money on maintenance to avoid spending more money later. The Building Committee is also looking at hiring an engineer to look at the site plan to add about 30 parking places to the site. The entire site isn't annexed to the city, which creates problems in getting approval for a parking lot. The engineer assessment and pre-application will cost approximately \$7000 out of the New Home Fund this year. There is a parking study currently being done on Sunday mornings, counting legal, illegal, on street, and the Ruffwear lot. Duncan Brown has been leading this effort. John Laughton has also been doing a lot of work around the building as well.

Approval for initial parking lot plan moved MH, second MR, unanimous.

Reference Documents:

Email regarding recommendations for building maintenance

Policy to Have Vice President Be Member of the Stewardship Committee

The members of the Stewardship Committee have requested that the vice president be a member of the Stewardship Committee to help the Board be more aware of the Committee's activities. The vice president's job description will be changed to add this job. The Treasurer has been an ad hoc member of the Stewardship Committee but has not been attending meetings.

Status of Pledge Drive

Max reports that we have met our pledge goal. Sylvia reports that pledges are currently more than \$351,000 with about 40 members who have not pledged. Based on prior giving activity, Sylvia estimates that there will be \$364,000 in pledges. The current by-laws state that to vote in the annual meeting and enjoy the privileges of active membership, a member must have pledged or received a waiver 30 days before the meeting, but there is no process in place for obtaining a waiver. Max will draft a policy for a waiver process involving discussing with Scott.

Board Supervision of Board Committees

By adding the vice president to the Stewardship Committee, the issue which had brought this up has been addressed. Most of the remaining committees have a Board member on the committee. The only Board committee that doesn't have a Board member on it is the Safety Committee. Committee chairs are empowered to make announcements and put forth information to the congregation. Scott reminded the Board that sometimes people make mistakes, but that is part of empowering the committees.

Facilities Rental Capacity

Max reports that we are up to about \$44,000 in income on rentals. Jen is maxed out on her time in planning and being able to generate this income. He suggests that this may be the place to stop trying to increase facility rentals. We should consider whether we want to increase this activity any more with our current staffing. Marty has talked to Jen about this and thinks that there are ways to streamline the process and make it less onerous for Jen and not overuse the building.

Budget Priorities If We Have Funds Above Our Pledge Goal

There may be money available above our pledge goal. Mark and Marty suggested using the extra money to pay staff more and to pay for things (like clearing snow) that we haven't been. Scott agrees that staffing should be a priority. He thinks we could serve better in the future by investing more in staffing now. Scott and Amy have met about this and are planning to meet again next week.

Agenda for Annual Meeting

The annual meeting is currently scheduled for May 20. Max created a draft agenda for this year's annual meeting. Discussion of the Endowment Committee has been added to the agenda. There will also be a 2-3 minute summary of congregational growth and planning. Amy said that there had been a discussion modifying the by-laws to make the Leadership Development Committee members elected by the congregation and requested to add this to the meeting. Amy will draft the by-law change. Annual meeting agenda will be fine-tuned at the next meeting.

Nominees for Board Positions

LDC has completed their process for determining nominees for the Board. Amy reviewed the LDC's process. The LDC looks at the people leaving the Board, their knowledge and demographics, and spend a lot of time looking at how to fill those vacancies. All three at-large positions are opening up, but one of the positions is going away with the by-laws that were approved last year. There is also a new VP. Because of the way the rotations fell, there would have been two new at-large members and the VP with only the VP changing next year. Greg has agreed to extend his term for one year to make two positions open next year. The personnel at-large nominee will be Chad Leonard, and Amy will continue to help with personnel as long as needed. The VP nominee will be Susan Kinney. There will now be two Board members changing every year.

Board Self-Evaluation

Marty will prepare a list of questions to send out to help us work on how to evaluate ourselves. Board members can add to the list any additional questions. Max suggested having an additional meeting to discuss only this topic, maybe in May and with an outside facilitator.

Follow Up on Growth Meeting

Mark has talked to Marean Jordan who has agreed to work on this project. He prepared some potential questions and wants to know if the Board wants to be included in the ongoing discussions on this topic. The Board would like to be included in discussions on creating the working team.

How to We Determine Whether to Take on a Sensitive Social Justice Project

Mark thinks this is a potential area of policy, but there are other things we need to do first. We don't want to squash the social justice enthusiasm of the congregation but need to have some kind of guidance. Social justice falls under ministry and is not a Board committee. There was discussion of how people present themselves and the church in the media and at marches/rallies/etc.

Communications Person for Staff

Dale has told Max that at some point someone needs to be involved in all communications with editing it and ensuring it is professional. Scott stated that this would fall under Jen's job, but she doesn't have time.

Update on Building Fund Transfer

Max looked into removing restrictive language in the building fund. He found out that the limiting language had been required by the UUA, so the fund will be changed to an unrestricted purpose, so it can be used for an operating deficit or capital improvement. Max will work on drafting that specific language.

Meeting Adjourned: 8:28pm

Next Meeting: Apr 12 @ 6:00pm