

UUFCA Board Meeting
May 9, 2019
Location: Conference Room

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

Absent: Greg Byrne

Guests: John Lawton, Mark Steinberg

Called to Order: 4:00 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

Minutes of April board meeting approved with changes. May financials approved. May board agenda approved.

Acceptance of consent agenda moved by SK, second by CL. Unanimous.

Reference Documents:

Board Minutes April 11, 2019; May Board Financial Report 2019; Board Agenda May 9, 2019

Minister's Report

Scott reports that not many people are planning to attend GA in Spokane. Currently, only he and Susan Kinney are going as far as he knows, although Chad stated that he might go as well. Scott reported that while there had been a plan to have Dana work on adult RE next year, that plan has been changed to keep her hours at 30 hours/week for 8 months and 20 hours/week for 4 months and to limit her work to children's RE programs. Our current budgetary limitations may require that we revisit our plans for the position during search. Scott is excited about the new people that have been hired to replace Jenn and Eileen. He thanks Sylvia, Jenn, and Amy for their help in interviewing candidates. Jonathan (the new event manager) has already started and is very enthusiastic. The LGBTQ team is picking up again with James Simmons-Cox and Melissa Adams at the helm. Scott is very excited about this. In two weeks, Scott will be preaching about "saying no to say yes" about his plans to focus on worship, adult RE, social justice, and community building by working with teams and committees to assist with some pastoral work. His vision is for the congregation to feel empowered. Healthy Congregations Team is shifting. The team members have done great work but are ready to move on to other tasks within the church. Scott thinks that Healthy Congregations should shift into a 3 person conflict mediation group. He is seeking out people to fill these rolls. Scott has met with Dale. No one on the Aesthetics Team is interested in taking over as chair of the team. He and Dale think Aesthetics could be an ad hoc committee. For continuity, Scott will be the person who makes the smaller decisions about aesthetics in the building and will work with the Team on an ad hoc basis for bigger decisions. Scott requested \$346 and \$408 for two rugs to replace one in the RE classroom and in the sanctuary.

SK moved to approve the money. MM seconded. Unanimous.

Finance Committee Report

Sylvia wrote up information for the congregation about some terms related to the budget to send out before the annual meeting and the budget vote. Some suggestions were made by other Board members. Sylvia will send this out to the congregation next week.

In reviewing financial reports, Sylvia found that RE has overspent the supply budget. By the end of the year, they will have overspent by less than \$500. Dana will not use up her education

budget, so Sylvia will approve the overage. Copier expenses are over budget but expected to be less than \$500 for the rest of the year, so Sylvia will approve that overage. Utilities are way over budget for the year, in the area of \$6000 for the year. Some may be related to the leak. Jenn tried to get some of that money back, but the city won't let you do that more than once in a two year period. Sylvia recommended increasing the utilities budget by \$6000 to \$32,000. *SK moved to increase the budget, MM seconded. Unanimous.*

Snow removal will need to be increased from \$5000 (adjusted up from \$3200) to \$7000. There were some additional bills that came in after the last increase. *MM moved to increase the budget, Sk seconded. Unanimous.*

Bank charges were much higher than expected, because many people are paying their pledges by credit card, resulting in bank fee charges. There was discussion that people may not realize that paying by credit card costs the Fellowship money. Sylvia recommended increasing the budget for bank charges from \$1700 to \$3000 for the year. *MM moved to increase the budget, SK seconded. Unanimous.*

Reference documents:

EOM Board Reports Bldg; EOM Board Reports; UUFCA Budget Terms 101

Endowment Committee

Linda Crouse sent a letter to the Board requesting that we think about what to tell people for what we will use endowments, so they can do some advertising. She will likely come to the June meeting to discuss this. Max stated that this should be something different. Scott thinks that it needs its own brochure and some parameters about what to do with it. Susan stated that it should be for something outside the usual operations of the fellowship, although it is hard to know now what that might be. She suggested having someone from the Endowment Committee or the Board go out online and look at endowment advertising at other churches. Marty will talk to Linda about having someone from the Committee do that.

Personnel Committee

Chad is happy that the hiring process is done. He and Amy have been rewriting the employee handbook. There are some things that just need minor changes and some changes required by state law.

Stewardship Committee

Susan reported that there are 209 pledges for a total pledge amount of \$382,359. Susan and Sylvia are talking about putting together a presentation to take to committees and between services to give members more information about the budget and the pledge goal. Marty stated that, even though the stewardship drive is in February, they would like to have more conversations about money throughout the year. There was also discussion about whether and how to have one-on-one conversations with people about giving next year.

Facilities Committee

John reported that there is still a hole on the north side from the leak in January. The water pressure coming into the building is too high. Based on the pressure that was measured at the hydrant, the builders estimated the pressure at the building, which was estimated to be low enough, but it is unknown whether it was measured. A pressure reducing valve was not installed

but needs to be installed now. The leak is under the concrete slab, which will require disruption of the snowmelt system as well as other utilities. There is also an issue with the type of coupling, so the recommendation is to move the coupling out from under the concrete slab. To do all recommended repairs is estimated to cost about \$25,000. There was discussion of the estimate and the underlying problem. Erika and Scott both felt that a second bid should be obtained for comparison. Marty felt that this would be too difficult in the current building climate in Bend.

SM moved that we approve the expense not to exceed the current bid but have John go back to Kirby-Nagelhout and see if they can improve the bid at all and that the \$25,000 come from the building reserve fund. SK seconded. MM, CL, SK, SM, and MR voted yea. EBI voted nay.

Supporting documents:

PRV and Waterline Replacement; UUFco waterline and snowmelt repair; Crow Plumbing estimate

Annual Meeting

The Annual Meeting is scheduled for May 19 between services in an effort to have more people attend. The agenda is very packed with only 1 minute allotted for opening remarks. Marty thinks it is helpful that we have added a second meeting in January. Susan reported that the Portland UU church no longer has an annual meeting. They elect people via mail or email. She felt that if we eliminate the voting from the meeting, it would shorten the meeting by 15-20 minutes. The agenda was reviewed and discussed by everyone.

Policy Review

The Policy on Non-monetary gifts was reviewed. Sylvia asked whether Aesthetics should be added to the Art Committee as someone who should be consulted regarding art gifts. Susan thinks that policies should only be amended if there is a major change. The changes to the RE Policy were reviewed and approved, although it still needs a resolution written. The following policies were reviewed:

- Policy on Income, Expenditures and Related Fiscal Matters
- Policy on Non-monetary Gifts
- Policy for Use of Photographs, Video and Other Recordings
- Policy on Interaction with External Media
- Policy on Prohibited Use of Email/Internet/Social Media
- Policy on Copyright Infringement
- Policy on Official Website Privacy Practices
- Policy on Computer Information Systems

MM moved to approve policies as written, SM seconded. Unanimous.

A document retention policy needs to be written. Erika will check with the UUA on a data storage and retention policy.

Board Retreat

There wasn't a date that everyone was available for a Board retreat, so Susan suggested having a short (2 hour) social get-together early in the summer to get to know each other and then have a more substantial meeting in August. The getting-to-know-you retreat will happen May 29 from 3:30 to 5:30 at Susan's house.

Preschool Rental Update

The preschool that the Fellowship had been in talks with for the past year has backed out. We have been waiting for the perfect low income, social justice oriented group to work with, but lots of other groups have been interested. Scott is going to start talking to some of these other groups that can supply some rental income.

Meeting Adjourned: 6:40pm

Next Meeting June 13 @ 4:00pm.