

**UUFCO Board Meeting**  
Nov 9, 2017  
Location: Conference Room

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

**Absent:** Amy Falkenrath

**Guests:** None

**Called to Order:** 6:07 PM

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

**Consent Agenda**

October minutes, October financials, November board agenda all approved.

*Acceptance of consent agenda moved by MR, second by PB. Unanimous.*

**Reference Documents:**

Board Minutes October 12, 2017; October Board Financial Report 2017; Board Agenda November 9, 2017

**Minister's Report**

Scott is finding this format for the Minister's Report very helpful. The Histories and Hopes meetings were fantastic, and he really found them helpful. They weighed heavily toward where we are going. There is a hunger for social justice and getting out into the community. He has been meeting with Ginny Sponsler and Chela about the restructuring of the pastoral care and service oriented care. Social Justice Sunday was very successful and resulted in lots of sign-ups. Scott has been meeting with local clergy in Central Oregon. He also met with the PNW UU ministers' association recently. March 10 has been set as the date for Scott's installation. Scott, Ayla, and Dough Mercer are discussing starting a children's choir. There will be a host training Dec 3 after church. Tuesday Nov 14 at 7pm, Scott will have a Service of Holding, Healing, and Hope. Judy Hurlburt, Chela, and Scott have been working on reorganizing the Sunday volunteers. Scott gave an overview about his initial thoughts on how to structure the ministry and discussed these thoughts with the Board. The start-up on Nov 4 was very well attended and went well. Sarah Schurr will be a good resource going forward.

**Reference Documents:**

Minister's Report

**Discussion of Resolution Regarding Art Funds**

Reviewed resolution to move the remaining money in the building art fund be moved to a permanent fund for building art. The Aesthetics Committee, working with the Art Resource Team, will make recommendations regarding purchases, and the Board will approve expenditures from this fund.

*SM moved to approve this resolution. Seconded by GB. Unanimous.*

**Reference Documents:**

Resolution 2017-24

**Discussion of Resolution Regarding Building Use Policy**

Reviewed resolution to change the building use policy to clarify prioritization in building use, to clarify what happens after a contract has been signed, and to clarify that building uses must further the mission of UUFCO.

*GB moved to approve this resolution. Seconded by MR. Unanimous.*

**Reference Documents:**

Resolution 2017-25 and Building Use Policy

**Discussion of Resolution to Add a Policy on Building Use Fees**

Reviewed policy statement clarifying philosophy behind building use fees clarifying that they are meant to defray the cost of the maintaining the facility and not to earn income. It also clarifies that the policy is posted by Board approval. It establishes a ministerial compassionate rate on a case by case basis. Finally, the policy establishes the currently used rate policy in writing. The website currently references “commercial” building use rates. GB expressed concern about use of the word “commercial.” There was subsequently a discussion of appropriate phrasing of the different rates. A decision was made to table the resolution until next month and to work on adjusting the wording.

**Reference Documents:**

Resolution 2017-26 and UUFCO Policy on Building Use Fees

**Discussion of Policy on Property Placed in UUFCO Building**

Reviewed resolution to add a policy stating that non-UUFCO property left at the facility is the responsibility of the owner and is not covered under UUFCO’s insurance. Any group that wants to place property in the facility needs to obtain approval in advance.

*GB moved to approve this resolution. Seconded by SM. Unanimous.*

**Reference Documents:**

Resolution 2017-27 and Policy on Property Placed in UUFCO Building

**Discussion of Resolution to Add a Policy Defining “Activities of UUFCO”**

Reviewed resolution to clarify what activities are considered “Activities of UUFCO” for purposes of not being charged rental fees. There have been concerns about why “sponsored events” are not considered “activities of UUFCO.” Two years ago, there was a policy draft from multiple committees regarding event sponsorship. This draft document was given to Jenn as guidance, and she has been using it, but there has not been an official policy. The draft policy has been captured within multiple other policies. The new policy clarifies authority and criteria for determining if an activity is an “activity of UUFCO.” This authority is delegated by the minister to Committee Leaders unless there is a question or concern that needs to be resolved. If an activity meets the specified criteria, it will be covered by the church’s liability insurance. There are additional meetings planned on this subject. The resolution will be considered again next month.

**Reference Documents:**

Resolution 2017-28 and UUFCO Policy on “Activities of UUFCO”, Event Sponsorship by UUFCO Committees or Programs

**Discussion of Resolution to Add a Policy “Activities of UUFCO with Revenue or Payments to Leaders”**

Reviewed resolution to create a policy on whether we should collect money from attendees or pay money to individuals leading programs. The policy creates a process by which an agreement is signed by the minister and the sponsoring committee chair ahead of the activity. Agreements should be sent to relevant parties in advance. The policy establishes bookkeeping policies for the revenue. There are additional policies included regarding paying outside activity leaders as well as leaders from within the congregation. Mark plans to review the proposed policy with various committees and leaders for further input. This resolution and policy will be reviewed again next month.

**Reference Documents:**

Resolution 2017-29 and Policy “Activities of UUFCO with Revenue or Payments to Leaders”

**Pledge Goal for 2018-19**

Mark reported that in the 5 year plan, we have a goal in the budget for \$330,000. Michael Carr has expressed a desire to address the board on this topic. Discussion will be deferred until next month.

**Strategic Plan Task Force**

Names were discussed to work on a Strategic Plan Task Force to establish a 5 year plan. Amy Falkenrath worked on the last plan. Mark would like to ask her if she will talk to the Task Force about what was done previously. The last plan is available on the website. This will be discussed again next month. Max has requested that Board Members offer additional names.

**Reference Documents:**

UUFCO 2014-18 Strategic Plan

**Treasurer’s Report**

The Treasurer was not present at the last meeting, and there were some questions. The pledge amount usually includes about 3% “shrinkage.” We are doing pretty well right now. For people who pay more than their pledged amount by check, the amount goes toward a line item for “Miscellaneous Income”. Payroll taxes are above budget, because we are using a lot of employees for rentals. When someone uses an employee for an event, they pay the hourly rate, but we pay payroll taxes.

*GB made a motion to support increasing the amount charged to organizations for events, second by MR*

There has also been an increase in employee cost from rentals, because we do not charge back for the event host, who is present to look out for the church’s interest. Sylvia is going to start having event-related employee expenses tracked separately.

Sylvia heard back from the CPA. The revenue from art shows is likely considered unrelated business income. If there is gross income of \$1000 or more, we need to file for that amount with the IRS. This fiscal year, we may go over that amount. If artists give the church a donation instead of commissions, they cannot write it off as a charitable donation. The Red Cross has asked to use the church space for emergency space. We will discuss this next month.

**Midyear Congregational Meeting**

At Scott’s last congregation, they had a midyear meeting that was more for communication without having as much business as the annual meeting. January 14 has been chosen as the date.

**Use of Remaining Building Fund Dollars**

There are \$409,000 in the Building Fund that will roll into the general operating reserve fund if not used by the end of the year. One suggestion has been to use this money to fix the snow melt system on the slab. Some of the money could also be put into a project fund but that will revert back into the general operating reserve fund if not spent. By the next meeting, we will need to determine what projects need to be done.

### **Aesthetics Team Presentation**

Dale submitted a statement listing the four currently proposed members: Dale Clark, Marty Rudolph, Virlene Arnold, and Julia Christoferson. She would also like some additional members.  
*SM moved to accept this proposal, MH seconded*

### **Reference Documents:**

Aesthetics Team proposal dated Nov 7, 2017

### **Electrical Outlets**

Greg reports that the current plan to light up the snowflakes will require extension cords and will not work unless the interior lights are on. Greg would like to find a more permanent solution in the future. The nonfunctional slab was discussed again. The facilities cluster is still trying figure out how to work the system. We still need to determine what the final answer will.

**Meeting Adjourned: 8:41pm**

**Next Meeting: Dec 14 @ 6:00pm**