

UUFCA Board Meeting
November 8, 2018
Location: Conference Room

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

Absent: None

Guest: Amy Falkenrath, Leslie Koc

Called to Order: 4:00 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

Minutes of October board meeting and November financials approved. November board agenda approved.

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

Reference Documents:

Board Minutes October 11, 2018; October Board Financial Report 2018; Board Agenda November 8, 2018

Leadership Development Committee (LDC) By-laws

A year ago, it was recognized that the LDC should not be reporting to the Board, as the LDC is responsible for nominations to all elected positions. A resolution was prepared to change the by-laws to make the LDC an independent committee. The LDC Governing Instrument draft was reviewed and discussed with Amy Falkenrath and Leslie Koc from the LDC. Chad and Amy discussed what the documents should say about staff who are members and whether they can serve on committees, although this would require clarification in the personnel handbook and is not referenced in the by-laws. Amy reviewed all of the changes in the by-laws affected by this change.

SM moved to accept the resolution and the governing instrument; MM seconded. Unanimous.

Reference Documents:

Resolution No. 2018-11; Leadership Development Committee Governing Instrument

Financial Report

With the hiring of the interim DRE, Scott is ready to firm up the staffing budget. A revised budget should be ready for the December board meeting. Even though we have had a significant increase in new members, most had already pledged. Adult RE income is way above budget because of the enneagram class. There are expected to be some offsetting expenses. Event rentals are slightly ahead of budget. We ended the last fiscal year with a net income of ~\$19,000, including Jenn's salary and excluding utilities and paper products. The Finance Committee and Scott met and decided that Jenn should focus on increasing the profitability of events with consideration of our mission, Jenn's time, and planned fellowship events. Sylvia recommends that we make a similar recommendation that Jenn work toward profitability without specifying any numbers. Greg expressed that this sounds like a change in focus. The recommendation is to focus on weddings, which primarily take place in the summer when there are fewer fellowship activities. This focus on weddings has been very intentional and has been researched by Scott and Jenn. Scott requires a meeting with the officiant prior to the wedding and requires use of a wedding planner. Jenn is working on a marketing brochure for this. Sylvia requested an affirmation of the Board to encourage Jenn to focus on increasing profitability of rentals within the limits of her time and of the space.

MM moved to accept this affirmation, GB seconded. Unanimous.

There was a discussion of the staffing budget as currently budgeted. The insurance company, Church Mutual, has increased the estimated replacement cost with an increase in the premium. The Finance Committee recommended increasing to this coverage amount.

SK moved to increase insurance coverage to \$9,838,000 with an annual increase of premium of \$944; MM seconded. Unanimous.

Personnel Committee

Chad reported that the committee met regarding Dana Regan and determined that we are able to offer her salary and benefits commensurate with her education and experience, and she was offered a job.

Stewardship Committee

The Committee needs a pledge goal to be able to get their advertising done.

Facilities Meeting

The city has made some proposed conditions of approval of the parking lot that are onerous and unacceptable. Right now, the plan is to wait until there is more development in the area and work with neighbors to push the project forward. Currently, we need to pay \$3000 to get the final plans on site until we are able to complete the project, as the designer is soon to retire. The gate is installed in the service area. Parker bought some wood to replace siding. We think it is a 5-10 year supply. Dale is planning for the holidays. The snow melt system is still not working, and it is not clear that it will ever work. We are spending a large number of hours among volunteers and paid staff talking about how much work Parker has and what he can and cannot reasonably do. We need more time and more work from our building superintendent in the future. John Lawton suggested setting a monthly Saturday work day coordinated with Parker to have volunteers help with tasks that he can't get done. We are getting a lot of dog walking on the property, which means that we are getting a lot of dog poop. We are getting poop bag dispensers. We are installing a chime on the front door to ring when someone comes in. Don Hartsough is going to start locking the front door about 15 minutes after service starts and have someone at the door to let people in. Jenn would like to have a peep hole installed at the service door. She has heard someone rattling the door but never sees who it is when she looks on the cameras. Other people have experienced this as well.

Minister's Report

There was discussion about the RE program and whether having the RE program in between services has been helpful. Scott feels that we need to do more of a discussion with parents to see if we need more changes. He appreciates that Dana is also available to help with suggestions. Last Sunday, we had our highest attendance ever by 20 people.

Reference Documents:

Minister's Report-Nov 2018

Policies

Safety Policy- No changes or comments.

Alcohol Policy- No changes or comments.

Policy on Sustainability- No changes or comments.

Board Keys Policy- In the future there needs to be a policy about giving key cards back, although the policy is fine as it currently is.

SK moved that these resolutions be accepted as they are; GB seconded. Unanimous.

Information Access Policy- The policy still states that people can request that their gift or pledge not be viewable by the minister, although the Board previously determined that this option should be ended for new members. There are currently 18 members who have previously requested to have their donations not viewable. There was discussion the policy and the need to explore with the members their thinking around this policy. The board decided to revisit this and talk to the individual members in March. Greg expressed concern that the definition of “financial information” is vague enough as to potentially cause concern that people’s financial information could be too accessible.

Visioning

Marty distributed the visioning questions for this weekend’s visioning workshop. Scott will speak first, and then we will divide into groups to review the questions with Board members acting as facilitators and scribes.

Meeting Adjourned: 6:15pm

Next Meeting December 13 @ 3:00pm.