

UUFCO Board Meeting
Oct 12, 2017
Location: Conference Room

Attending: Mark Hickman, Amy Falkenrath, Paul Bennett, Erika Beard-Irvine, Scott Rudolph, Marty Rudolph

Absent: Max Merrill, Sylvia McFarland, Greg Byrne

Guests: None

Called to Order: 6:00 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

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

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

Reference Documents:

Board Minutes September 14, 2017; EOM Board Financial Report 2017; Board Agenda October 12, 2017

Q1 Financial Summary and Recording of Questions

Mark reviewed the Q1 financial report as compared to prior years. Income is very encouraging compared to budget. Some of the income may be from prepaid pledges as opposed to ongoing income. It may be helpful to have prepaid pledges amortized monthly for a better picture of income. It was also discussed that comparing the current year's data to prior year's data would be helpful. Mark will discuss these potential changes with Sylvia. Attendance is up 24% over the last 8 weeks as compared to the same period 1 year ago, which is reflected in increased cash donations. New memberships are also increased. On the expense side, we have spent 1/4 of the year's budget 1/4 of the way through the year. In prior years, we budgeted for staff positions that were filled partway through the year, but this year, the staff positions are more accurately reflected in this year's budget.

Reference Documents:

Q1 Financial Report 2017 (EOM Board Financial Report pgs 2-3)

Minister's Report

Histories and Hope meetings have gone very well. He has kept adding them, because people kept wanting them. He has enjoyed hearing people's stories about coming to the congregation and their thoughts on the history of the congregation. It was very helpful to hear about the history from people who lived it. He expected to hear more history but heard far more hope. It was very telling how excited people have been about the future. He hasn't heard anything negative, and Scott has found it very helpful to get to know people. UUFCO was great during Welcome Week and was a significant presence during the events of the week. People have started coming in for pastoral visits which is good to see. Scott is planning to create a lay pastoral care team who is trained to provide that level of care, which is difference from the care provided by the Care Team. Sixteen new members signed the book on Saturday. Chela and Mayme are doing a great job! Scott has been really impressed by the talent and skill of the staff at UUFCO. Soul Matters has started again. Scott has asked Chela to increase her presence as a connector between people (especially new people) and church opportunities. Scott is working with Larry Price to determine an overall Social Justice structure. Scott attended an interfaith exploratory meeting held by an Ecumenical Team. There had previously been a Communications Committee which did a lot of work, but committee membership has dropped to

the point that Dale Clark has recently been the only person doing the work of the committee. There is money in the budget to hire someone 3 hours per week to focus on external communications and maintenance of the website. Jameson O'Neal has been hired for this position. Communications will be staff-driven with lay input. Scott would like to start looking at the organization chart and governance of the church. There is a Beginning Together start-up meeting with Rev Sarah Schurr on the calendar. We need to encourage congregational involvement in this workshop.

Reference Documents:

Minister's Report

Church Insurance Coverage

There has been some conversation between the insurance agency and Max regarding the insurance coverage guest teachers need to have. The latest communication was that a UUFCO sponsored activity is automatically covered. They will want to know what types of activities we sponsor and may change our rates accordingly. This still needs to be finalized and will likely be settled at the next meeting when Max and Sylvia are back.

Ongoing Discussions with Minister, Healthy Congregations, and Member

There is a member who has been unhappy for a while and has been trying to get a dispute into a dispute resolution process. Scott has offered to meet with the member.

Report on Art Committee Meeting

Scott and Max met with the Art Committee regarding the recent changes regarding discretionary funds. Scott reported that the meeting went well and that relations with the committee were mended. There was discussion of the need to provide training for committees on budgeting, running meetings, and setting up policies on terms for committee chairs, selecting committee chairs, etc. Leadership Development has discussed providing this training.

Board Committees and Board Oversight

Dale Clark created a "Getting Involved" brochure. She did not show a Janitorial Committee, since this team was dissolved 1 year ago when Jenn took over the janitorial contract. Dale also did not show the Kitchen Committee which only consisted of 1 person, or the Interiors Committee, which had not been active for several years. Nobody objected to these changes. Dale also submitted a proposal on the formation of a new group, an Aesthetics Committee, which would be responsible for the interior and exterior appearance of the building and grounds. This proposal was discussed at some length. Greg Byrne has been the Board liaison to the Facilities Cluster, but he has been pulled away frequently by personal issues. More and more of the activities of these committees have been taken over by staff members, so we need to evaluate how many of these tasks still need to be managed by Board committees. Amy suggested that the 1 person Kitchen Committee be folded into the Facilities Systems committee.

MH moved to create the Aesthetics Committee in the Facilities Cluster with Dale Clark on the team, to see a list of criteria for people who would be asked to serve on the team, and to review team members. Seconded by AF. Unanimous.

AF moved to remove the Interiors Committee. Seconded by MH. Unanimous.

Reference Documents:

Getting Involved brochure; proposal from Dale Clark for the creation of an Aesthetics Committee

Ice Melt System

The ice melt system on the loading dock pad has never worked properly. The architect and engineers have agreed that the system was not installed properly. They have offered to refund our money or to rip out the pad and reinstall it. It is not clear if reinstallation will result in a functioning ice melt system. Multiple people who have been involved in the conversations need to be involved in this ongoing discussion and decision before making a decision. If it is replaced, it will likely not happen until after this winter. There will be a recommendation coming from the Systems Management Team in the next month. Scott pointed out that snow removal needs to be considered.

Policy on Building Rental and Sponsored Events

There is currently no formal policy on building rental rates and sponsored events. Mark has drafted a proposed policy on charging fees, how they are set, and how rate changes are made; what qualifies as a UUFCO sponsored event; what liability insurance is needed; and what needs to happen when money changes hands during events. Mark and Marty will be working on this.

Reference Documents:

Building Use Policy Additions v.2

Revisiting and Voting on Board Goals

Reviewed the draft Board goals and last month's conversation. The draft goals were modified and adjusted to remove the first goal, which has already been sent as a mandate to the Leadership Development Committee. Final approval of the goals was deferred until next month when more Board members will be present.

Reference Documents:

Draft Board Goals

Public Posting of Board Documents

Mark gave a reminder that Board documents and supporting documents are on the public website. He posted the agenda to the calendar and requests to have that done for the future. Posting Board documents is part of maintaining transparency.

Minister Transition Workshop

There was discussion about a possible minister transition workshop 4 November run by Rev Sarah Schurr. There was discussion about what type of workshop might be most beneficial to the church leadership and the congregation as a whole. Scott will contact Rev Schurr to discuss further and will update the Board.

Dan Hotchkiss Consulting

There are two more months remaining on the contract paid for consulting for the transition to Scott's ministry. Scott will reach out to him and return to the Board with thoughts about how he thinks the consulting can be best used.

Meeting Adjourned: 8:11pm

Next Meeting: Nov 9 @ 6:00pm