



## MINUTES

Unitarian Universalist Fellowship of Durango

Board of Trustees

March 14, 2017

PRESENT: Teresa Jordan, President/Tom Miller, Vice-President/Jim Dahlberg, Treasurer/K Redford, Associate Treasurer/Donna Nelson, Secretary/Rev. Katie Kandarian-Morris, Minister

VISITORS: Tim Miller, Finance Chair

3:00 Chalice lighting Jim, Reading Board Covenant Susan

Check-In

CONSENT AGENDA: minutes approved/reports accepted

Approval of Minutes

Acceptance of Financial Reports

Acceptance of Minister's Report

Acceptance of Attendance Report

PUBLIC COMMENT: None

BUSINESS ITEMS:

1. Ministerial Discretionary Fund Policy (Action Item) Teresa and Rev. Katie.

## MINISTERIAL DISCRETIONARY FUND

At the discretion of the Minister, this fund is used for emergency financial aid (not ongoing assistance) for members and friends of the church as well as for the community at large. When appropriate, requests will be first directed to community resources.

Contributions to this fund will come from the annual Christmas Eve services special collections, from occasional donations from members and friends, and if deemed necessary by the board to augment the fund, from one or more share-the-plate Sunday collections.

Because of the dual needs for confidentiality and accountability:

- The account will be held in the name of the Unitarian Universalist Fellowship of Durango;
- Only the Minister, (Rev. Katie Kandarian-Morris whose legal name is Kathryn Kandarian) and one member of the Caring Team, (Susan Koonce) will have signatory rights; and
- Statements, if any, will be sent directly to the Minister.

The Minister will:

- Keep a detailed log of how monies from the account are used;
- To the extent feasible, keep receipts for purchased services and provide gift cards for food and gas *in lieu* of cash;
- Meet annually with the Finance Chair or Treasurer to conduct a confidential audit; and
- Present an annual report to the Board, following the audit, of the amounts and purposes of all dispensed funds.

Motion was made to accept final draft of the MDF policy by Susan Koonce. After discussion, including the supporting letter by Ken Carpenter, the motion carried.

Donna will provide copy of the policy that includes Rev. Katie's and Susan's legal names for the bank as well as confirmation that this policy was approved by the UUFD BOT.

2. Update on Pledge Campaign (Information Item) K  
60 pledging units of expected 90+ pledging units.  
Approximately \$185,000 to date.  
Follow up contacts to be made by Stewardship Committee and Rev. Katie.
3. Gift Acceptance Policy Update: gift policy, brochure, estate planning seminar (information item) Tim Miller, Finance Chair.  
The Gift Acceptance (Endowment) Policy task force recommends acceptance by the Board of the Draft Gift Acceptance Policy.  
Discussion regarding oversight of this policy –ministerial team or Board committee.  
Brochure to be developed after further discussion regarding mission statement and recommendations from Summit that could be incorporated.  
Motion made to accept the policy presented by Tim Miller.  
Motion carried.
4. Financial Clerk position (information item). K and Jim. Consensus is that K and Rev. Katie are to select an individual to volunteer or work for a stipend to be determined by K and Rev. Katie to assume current Associate Treasurer tasks that K has outlined as appropriate.

## BREAK

5. Expand BOT to include 3 members-At-Large (Action Item)  
Motion by Tom to expand Board by one additional Member-at - Large.

Discussion: This will allow more depth of membership, more discussion, more members for necessary Board activities, and a broader base for future Board officers.

Motion carried.

6. Summit Update (Information Item) Tom. Action Planning groups being convened by steering committee members.

Expand faith formation for children: Terri Reherman

Sustain and increase our financial health: Judy Hayes.

Live our environmental values: Melissa Stacy

Expand our community presence and outreach: Portia Sykes

Plan appropriately for growth and expansion: Tom Miller

Preserve and deepen relationships among the congregation: Ken Carpenter

Foster social justice: Aline Schwob

Grow diversity within the congregation: Chris Lopez

Framework for meetings has been provided by consultant Larry Peers.

Goals: April 15 Action Planning groups' reports due to steering committee. Draft strategic plan to Board by May board meeting.

Will have table during coffee hour with information and opportunity to sign up for action planning groups to encourage broader participation.

7. Chalice Lighters Program from Mountain Desert District grant application (Information Item) Teresa. We have been approved for a grant for \$12,828 to make BH upstairs accessible with a lift on the north entrance.

The Board acknowledges with gratitude that John Redemske developed schematics and materials/labor estimate for the project. This information was essential for the grant application.

8. Bowman Building second floor for UUFD use in FY 2017-2018 (Action Item)

Tom moves that we do not renew the lease for the apartment and that we continue deliberations on how to best use this space for the service of our mission.

Discussion regarding renovation cost. It is anticipated that the costs can be covered in the budget, especially considering the Chalice Lighters grant will cover the cost of the lift. It is possible for the space to be occupied with very little cost if necessary. If it is determined that the budget cannot cover the cost associated with the project the apartment can be rented out again though this is unlikely to be necessary. The lease ends July 31, allowing time for staff to determine best use and time for planning for renovation.

Motion carried.

9. Delegates to UUA General Assembly in New Orleans June 21-25. Eligible for 3 delegates. Board members to send Teresa names for consideration.

10. Plan March 21 Leadership Council Agenda
  - a. Food: Susan pizza, Rev. Katie salad, Donna dessert.
  - b. Leadership Training (Shared Leadership Teresa and Rev. Katie, Change Management Tom)
  - c. Summit Response Tom
  - d. Pledge Campaign K

e. Candidate Slate—Board Offices and Leadership  
Development (Nominating)

ANNOUNCEMENTS

March 21, Leadership Council

Wednesday March 22 Deep Chair, 104 Riverview 10:30-12:30

Discussion Hotchkiss Chapter 11 “Lay and Clergy Partnership”

Focus Questions: 1. What historical and psychological issues need  
to be addressed to build lay leader-minister trust at UUFD?

2. How can UUFD avoid the “third year crisis?” 3. Why are “firm  
boundaries” important and how will they look at UUFD?

Tuesday, April 11, 3 pm BOT meeting

Process observer Jim, Snacks Tom

Closing Review by Process Observer

5: 15 Extinguish Chalice Teresa/closing words Teresa