



Meeting Minutes

BOARD OF TRUSTEES DEC 19TH, 2017

Board Members Present: Tom Miller, President | Susan Koonce, Vice-President | Vanessa Self, Secretary | K Redford, Treasurer (Absent) | Kathleen Adams, At-Large | Elizabeth Long At-Large (Appeared remotely) Rev. Katie Kandarian-Morris, Minister

OPENING- Susan opening words, covenant read aloud by Vanessa

CHECK IN-

CONSENT AGENDA- moved and passed

PUBLIC COMMENT – N/A

MINISTERS REPORT- (verbal highlights in addition to written report listed below)

- A change to the originally proposed date for the new office space dedication was made. It will take place: Feb 4th. Building Dedication preparations will be coordinated by Rev. Katie with assistance. (Susan, Rev. K – logistics, thanks, pomp/dedications)
- Teresa Jordan, Jim Brooke will be trainers for OWL 7th-9th

ARCHITECT RECOMMENDATION FACILITIES PLANNING

Motion moved and carried to approve recommendation of the Facilities Planning Task Force to proceed with negotiations with Bauen Group to begin work on initial architectural drawings.

SABBATICAL

Many questions remain – 1st order of business is to note that this will be something that will need to be planned for financially. More thought and planning will go into this. This will need to be on Rev. Katie's, the Boards, and the Financial team's radar as we move toward 2018-2019 budget planning.

CROWDING remediation task force – motion made and passed to approve charge for the Crowding Remediation Task Force. Task force will now be assembled to engage in the work.

Who will serve?: Trenton Wann, Mary Ocken are both current members of the Facilities Planning Task Force and are also willing to serve on the Crowding Remediation Task Force.

Kathleen and Susan will help make calls to help staff the task force –

Elizabeth is also willing to help from her remote location.

LOT CONSOLIDATION- Motion (Kathleen) Passed

An opportunity to file paperwork with the county to consolidate two of our lots arose. Tom Miller will complete and file the paperwork.

REVIEW CHARTER FOR MISSION AND COVENANT – Tabled – will be discussed at the next Deep Chair meeting.

SAFETY ISSUES/ RENOVATION- TREADS, RAILING ON STAIRS – LIFT INSTALLATION, questions

- Cost
- Building and grounds will research and implement
- This is an accommodation and justice issue

Tom will follow up with John Redempske, who completed a lot of research about the lift before the request for funding was submitted to the Chalice Lighters grant program. UUFD did receive a Chalice Lighters grant which is expected to cover a significant portion of the cost of the lift installation. John or another member of the Buildings and Grounds committee will be tasked with moving the project forward now that the office are occupied and accessibility has risen as a more urgent priority.

LEADERSHIP COUNCIL MEETING PLANS-

Ideas for the Jan. 2018 Leadership Council Meeting include:

- Appreciation and gratitude
- Sharing from teams and/or committees
- Drop box tutorial
- Leadership development
- Budgeting tutorial
- Leadership training – Management vs. Leadership

Through discussion we decided the following:

Tom will create an outline to include
Appreciation and gratitude ice breaker/ opening
Management vs. Leadership – Allison Andersen
Budgeting and Financial Management – K and Tim Miller

POLICY FOR USE OF MEMBER INFO- Vanessa will review old policy/ write draft and Teresa and governance will help draft guidelines (policy)

- The main idea is that members personal contact info should not be used by others for non UUFD related solicitations.

NEXT OPENING AND CLOSING WORDS- Vanessa

NEXT PROCESS OBSERVER- Kathleen

PROCESS OBSERVATION- Rev. Katie provided process observation summary.

CLOSING WORDS - Tom