

ANNUAL REPORT

MAY 20, 2018



Unitarian
Universalist
Fellowship
of Durango 





ANNUAL REPORT MAY 20, 2018

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ANNUAL CONGREGATIONAL MEETING
AGENDA
SUNDAY MAY 20, 2018

- Call to Order (11:10AM)Tom Miller
- Invocation/Lighting of Chalice..... Rev. Katie/Susan Koonce
- Establishing a Quorum..... Vanessa Self
- Review of Agenda.....Tom Miller
- Business:
- Approval of Minutes of 2017 Annual
Congregational MeetingVanessa Self
 - Treasurer’s ReportTim Miller
 - Board Member slate of candidatesAllison Andersen
 - Nominating Committee electionAllison Andersen
 - Proposed budget for 2018-19Tim Miller
 - Proposed By-law changesTeresa Jordan
- Closing Reading /Extinguish ChaliceRev. Katie
- Adjourn

MINUTES OF 2017 ANNUAL MEETING



**ANNUAL CONGREGATIONAL MEETING
SUNDAY, MAY 21, 2017**

11:15 Call to Order.....Teresa Jordan

Lighting the Chalice/Reading.....Jim Dahlberg/Rev. Katie Kandarian-Morris

Establishing a Quorum.....Donna Nelson

Eligible Members: 136

Quorum = 30% = 41

Members Present: 65

Members represented by Proxy:15

Total: 80

Quorum established.

Review of Agenda.....Teresa Jordan

Business:

Approval of Minutes 2016 Annual Congregational Meeting Motion made by Vanessa Self.

Second: Dennis Brown

Motion to approve minutes carried by majority with no objections.

Treasurer's Report: K Redford (Associate Treasurer)

Described work of Associate Treasurer and decision of Board to have this work done with the new staff position of a 5 hour/week financial clerk. At this time the Associate Treasurer position as a Board member is not filled for FY2018. The Associate Treasurer, K Redford, will become Treasurer, beginning July 1, 2017, as elected at the annual meeting May 22, 2016. Described the Internal Financial Review Task Force. This report is pending and the Internal Financial Review will occur annually in compliance with best practices for financial health and growth.

Financial Review by Tim Miller, Finance Chair.

Reviewed summary of YTD (July 1, 2016 through April 30, 2017...10 months review). A modest surplus is expected by the end of the fiscal year.

Reviewed the Operating Budget for FY18. Changes to the printed budget include an additional \$2200 in pledges allowing UUFD to increase the salary of the music director and choir director and giving us a FY18 budget with \$931 surplus.

Vote on Fiscal Year 2017-2018 Proposed Operating Budget Motion made to accept the budget by Eb Redford. Second: Sue Eberhart

The motion carried by a majority with no objections.

Election of Officers and Nominating Committee members Board of Trustees:

Susan Koonce, Vice-President, 2 year term

Vanessa Self, Secretary, 2 year term

Kathleen Adams, Member-at-Large, 2 year term

Elizabeth Long, Member-at-Large, 2 year term

No nominations for Board of Trustees from the floor. Motion to accept the slate of candidates for the Board of Trustees: Judy Hayes. Second: Bonnie Miller
Motion carried by majority vote with no objections.

Nominating Committee:

Maureen Maliszewski has resigned due to moving out of state leaving her position open.

Allison Andersen has agreed to serve a second 2 year term. Dennis Aronson was nominated from the floor by Allison Andersen to fill the vacant position left by Mo.

Dennis accepted the nomination.

Motion seconded by Vanessa Self.

Motion to accept the members of the Nominating Committee carried by majority vote with no objections.

Announcements: Lois Carpenter provided information about the 4 Corners Retreat, July 7-9, 2017. Brochures available online.

Extinguishing the Chalice, Jim Dahlberg

Closing Words by Teresa Jordan, President

11:55 Meeting Adjourned

**Proposed 2018/2019 Board Nominees
Submitted by Nominating & Leadership Committee:
Dennis Aronson, Susan Reineman, Allison Andersen**

President – Tom Miller – 1 additional year

Vice President – Elizabeth Long – 1 year

Treasurer – Mark Swanson – 2 years

Member at Large – Julie Jordan – 2 years

Member at Large – Becky Malecki – 2 years

In addition the following persons/positions will continue for another year

Member at Large – Kathleen Adams – 1 year

Secretary – Vanessa Self – 1 year

Susan Koonce will be leaving her Vice President position as of June 30th, 2018

**Proposed Nominating & Leadership Committee nominees to present to the
fellowship for approval at the annual meeting:
Submitted by Nominating & Leadership Committee:
Dennis Aronson, Susan Reineman, Allison Andersen**

Robert Winslow – Member – 2 years

Dennis Aronson & Susie Reineman's terms will terminate as of June 30, 2018.

Proposed UFD Bylaws revisions
May 2016
Proposed changes in bold underlined type

ARTICLE VII –Board of Trustees

Section 1. Composition of the Board

The board of trustees shall be the governing body of the fellowship. The board shall consist of the officers - president, vice-president, secretary, **and** treasurer, ~~and associate treasurer~~. When deemed necessary by the board, at-large members will be nominated by the nominating committee and elected at a congregational meeting.

ARTICLE VIII – Board Responsibilities

~~Section 6. Responsibilities of Associate Treasurer~~

~~The associate treasurer keeps a record of all income money belonging to the fellowship and deposits all money weekly into the fellowship 's bank account.~~

Section ~~7~~ 6. Responsibilities of At-Large Member(s)

If any at-large members serve, the duties shall be determined by the board.

ARTICLE IX -Committees

Section 2. Nominating Committee

The membership shall elect a nominating committee at the annual business meeting. The committee shall consist of at least three (3) members as may be fixed by the board, who serve two (2) years each, in staggered terms. No member may serve more than one (1) consecutive term. The nominating committee shall recommend at the next annual meeting a voting member for each expiring board position and for each expiring nominating committee position. The nominating committee shall confirm that nominees will serve if elected. A list of nominations shall be published in the fellowship newsletter and posted at the meeting place of the fellowship no later than ~~thirty (30)~~ **fourteen (14)** days prior to the election.

ARTICLE XI - Fiscal Matters

Section 3. Financial Review

~~At the end of the fiscal year, the~~ **The** board will arrange for an **annual** review and report of the books of account and make that report available to the fellowship.

The Rev. Katie Kandarian-Morris
Minister's Report to the Congregation | UUFD May 2018

Dear Ones,

Our congregation continues to thrive, and with that growth, brings its own set of challenges. This past year, we have added a new building (Columbine House) that is fully used for Children and Youth Faith Formation, Adult Faith Formation gatherings, and a weekly parent/baby gathering.

By the end of December, we finished a lovely space for the Administration of our fellowship, and those offices have made it possible to do much of the work of our mission where we have room to spread out, concentrate, engage in collaboration and conversation.

The Board of Trustees has approved an expansion project for the sanctuary to accommodate a greater Sunday worship attendance. We are in conversation for a larger development to provide room for all the additional needs we have identified. Our space is catching up with us!

Sadly, we lost a beloved member this year, Dave Rich. We'll be remembering him on June 2nd, at 10am.

We will be saying goodbye to Choir Director Alane Brown who will leave us at the end of the month. We have been extremely fortunate to have her many skills and gifts growing our choir. Our new Choir Director, Kerry Ginger, will begin in August. The advantage of her timely hiring will allow a transfer of files and information. We wish Alane well on her travels and hope she finds good music in Albuquerque and beyond.

Our Congregational Life Coordinator, Tara Frazer has given her resignation to occur at the end of the month of August 2018. She'll be accepting a fulltime position at DHS. We thank her for her time with us!

In our adopted Governance Structure, the board has given the minister authority for the program structure of the fellowship. Those include Worship Arts, Faith Formation, Social Justice, Caring, Hospitality (including special events like Thanksgiving and Valentines), and Arts & Aesthetics. Many of our other programs fall under Faith Formation (including CUUPS and our Outdoor Adventures). Reports from many of these programs will follow this report.

I am happy to meet with any of you who have a concern, want to get involved or have a personal spiritual need. In this time of strife affecting our nation and world, I feel grateful to be serving this congregation where we realize the importance of our mission: to serve the four corners with a home for liberal religion, to offer faith formation, and to bring more justice here and outside our walls.

In faith, and with love for you all,

Katie

Ministry Team Reports

Arts and Aesthetics - Ann Smith

As the Aesthetics Team leader, I participated in writing down my thoughts for the Facilities Planning Task Force questionnaire, attended the Leadership meeting, contributed a dish and did the clean-up for our final concert recital reception, and took down and stored the 50th Anniversary timeline. It is at my home for safekeeping.

I coordinated and hung the UUFD friends and members' Photography exhibit which will continue throughout the summer months. Conversations are taking place concerning several future exhibit possibilities for the Bowman Hall Art Gallery.

One of our members commissioned me to create a large watercolor painting of a colorful tree with the 7 Principles interwoven in its roots. Reproductions of it may have possibilities to be used as a fundraiser for UUFD in the future.

Caring Team - Liza Tregillus

The Caring Team has a large number of active members. We keep connections with members and friends who have illnesses or spiritual struggles, offering conversation, food, rides, and other acts of caring. Three of our members are designated and trained as Pastoral Associates: Liza Tregillus, Burt Coleman, and Susan Koonce.

Faith Formation - Lisa McCorry, Director of Faith Formation

Adult Faith Formation

- New Volunteer Position: Adult Education Coordinator
- New Volunteer Position: Covenant Group Coordinator
- Faith Formation Team: increased the health of the team by adding new members and diversifying age of members, meets quarterly plus task-oriented projects
- Beloved Conversations: secured facilitator and scheduled opening retreat for October 19 & 20, 2018. This is a collaborative effort involving FF, SR&J and Leadership Development
- Added a covenant group, (re)oriented new and existing members and created accountability systems, new groups form based on wait list
- Spiritual Practices: CUUPS, yoga, meditation, poetry circle, sage circle, outdoor adventure

Family Ministry

- Six parents (with young children) joined this year plus three currently meeting with Rev. Katie about joining
- New Offering: First Sunday Family Meet-Up Breakfast, 9AM before church in Columbine
- New Offering: Picnic Potlucks in the Park (All are welcome)
- Sponsor successful new group, Parent-Baby Meet-Up

Children's and Youth Ministry

- New Staff Position: Middle School Youth Coordinator
- New Spaces and Places: Columbine House!
- Increased health of Middle and High School Youth by providing separate spaces and investing in a middle school youth advisor, added two volunteer HS advisors and two volunteer MS advisors
- Soul Matters Curricula used with PreK-1st, 2nd-5th, middle school and worship resources
- 7-9th Grade OWL Course

Social Justice – Bonnie Miller, Betty Schwartz-Bozeman

The Social Responsibility and Justice Program is in its fourth year as an interest-based team model. Currently, there are four teams, each with a specific social justice focus: Basic Needs, LGBTQ, Healing Racism, and Immigration. A fifth group took on the task of redesigning the UUFDF recycling program to be more environmentally appropriate. This last group is currently considering if it may emerge into an ongoing Environmental Justice Team.

Team Highlights:

Basic Needs – In addition to continuing monthly service at Manna Kitchen, volunteers began working at the Durango Food Bank and with the Days for Girls Sewing Project (girls' personal hygiene kits). Our partnership with Thrive La Plata County Coalition for a Living Wage, and the interfaith Love Out Loud community service projects continued. An area of rising interest is homelessness in the community.

LGBTQ – A major focus of the team is the renewing of our status with UUA as a Welcoming Congregation. The goal is to complete the recommended assessment process, develop recommendations, report to the minister, and request recertification. Participation in annual Durango Pride Festival continues, as well as advocacy for the Four Corners Rainbow Youth Center.

Healing Racism – The team reviewed and subsequently decided to commit to participation of the congregation in *Beloved Conversations*, an intensive learning and workshop series on race and ethnicity, to begin in October. We continue to collaborate and participate in the community Indigenous People's Day, the annual Diversity Dialogue workshop, and in the UUA Common Read.

Immigration – Team members participated in trainings in response to potential actions by ICE with immigrants in our community, provided educational and advocacy information to the congregation, and began participation in an e-course *Changing Systems, Changing Ourselves – Anti-racist Practice for Sanctuary, Accompaniment and Resistance*. Partnership with Compañeros, the Four Corners Immigrant Resource Center, continues to be a priority.

Additional sponsored events and activities:

UUFD joined in numerous Durango community social justice events: Women's March, #METOO March, March for Our Lives, the People's Climate March, the Forum on Ending Homelessness, and the Making A Difference Speaker Series. We hosted the Transgender Day of Remembrance service, a community showing of Equal Means Equal documentary, and joined in the Christmas prison writing ministry of the Church of the Larger Fellowship.

Financial Contributions

UUSC Guest At Your Table – \$604.28

UUSC - \$1000

Durango Adult Education Center - \$1000

Disaster Relief and Development - \$5000: currently \$3500 distributed to Black Lives Matter Charlottesville, Mt. Zion First African Baptist Church, and Hurricane Harvey Relief. Remainder to be distributed in June.

Share the Plate - \$11,055 in July through April, a 442% increase from four years ago. Recipients included Durango Food Bank, Women's Resource Center, Compañeros, with the Be Frank Foundation scheduled July-September.

Worship Arts - Tom McCampbell and Marsha Porter-Norton

For many of us, our Sunday worship service is the heart of our fellowship. Our worship service is a celebration of liberal religion, spiritual exploration, and personal growth.

The Worship Arts Team leaders began in July of 2017. The team brings together the community of people who are responsible for creating and producing our weekly worship service. It includes the volunteer worship associates, the music director, accompanist and choir, the sound/AV team, Chancel Guild, the ushers and greeters, and is led by our minister. The team's goal is to improve communications, clarify responsibilities, and share ideas for creating an even richer, more impactful worship service each Sunday.

In the last ten months two sharing and training sessions have been organized for the full Worship Arts team. Individual sub-teams have held training sessions. Training manuals have been compiled. Preparation checklists have been written. Tasks are regularly redefined.

With clearer communication channels, a better understanding of each sub-team's contributions, and a growing esprit-de-corps, the UUFD Worship Arts Team is accomplishing its mission to create a meaningful worship service experience for everyone, each and every week.

Board and Committee Reports

President/Vice-Presidents' Report – Tom Miller/Susan Koonce

The past year has been momentous in many ways, with change, uncertainty and concern predominant in our nation. For many, if not most, of us, UUFJ has provided a beacon of hope. As we reflect on the past year, what comes to mind overwhelmingly is the culture of this fellowship. Whether it be to renovate and decorate a building, tackle the challenge of our limited space as our numbers grow, or to offer loving care to those who are in need: sleeves are rolled up, energy is marshalled, time is given, and amazing things get done.

Our new 5 year Strategic Plan has helped define and focus how we approach our mission in the Four Corners and beyond. The Board, staff, teams and committees have all framed their work this year based on the themes in the goals that are relevant to their charge. You will see the great start we have made in implementing the Plan in this annual report.

In addition to the normal “keep the lights on” activities, the Board prioritized the following areas of the Strategic Plan that directly fall under their responsibility:

- Revisit our foundational documents, most particularly our Mission (Strategic Plan Goal #1)
- Accommodate anticipated growth and current crowding with expanded physical facility (Strategic Plan Goal #3)
- Ensure the long term financial health of the Fellowship (Strategic Plan Goal #4)
- Continue to study and expand the effectiveness of our policy governance model

REVISIT FOUNDATIONAL DOCUMENTS

We initiated several conversations, both among the Board and within the Leadership Council to begin to frame how we might approach this goal. This is a process that will necessarily involve wider conversations among us as we sharpen and clarify how we view and communicate our intentions through the documents we create.

ACCOMMODATE GROWTH

Three projects were completed thanks to the generosity and commitment of our members, who volunteered their time, varied talents and significant financial resources to complete these projects. Combined, these moves take some of the pressure off our staff, and definitely improve working conditions overall. They include:

- Moving Faith Formation into Columbine House, creating not just more room for Faith Formation activities, but also additional meeting space for non-Sunday activities. What an amazing program our Faith Formation has become.
- Renovation of the upstairs of Bowman Hall into beautiful and highly functional Office space.
- Implementing the recommendations of the Crowding Remediation Task Force (CRTF) to make the most efficient use of our current fellowship spaces and expanding the Sanctuary to seat an additional 64 people, for a total of 216, for services and events. The Sanctuary expansion will be completed in July 2018.

One very significant additional project was begun to address our anticipated growth over the longer term. The Facility Planning Task Force (FPTF) recommended an architect to help us visualize what changes could be made to our campus to accommodate the anticipated long-term growth of the Fellowship. To be sure that everyone has the opportunity to give input to possibilities for an expanded campus the FPTF designed a comprehensive and inclusive process to assess the space and aesthetic needs and desires of various constituent groups in the Fellowship.

As of this writing, the architect has drafted a set of conceptual space drawings and presented them to the Fellowship. Over the next few months, additional feedback meetings will occur to insure the architect has a very thorough understanding of all the issues that concern our members. Later this summer, after thoroughly incorporating the results of our space discernment process, he will offer two conceptual drawings (contiguous, dispersed) with much more detail included. At that point, the Fellowship will be in a position to make additional comments and, ultimately, decide to what extent we are ready to embark on a building campaign.

The Board also tabled for now the option of moving to two services as a substitute for or addition to physical changes, feeling that the breathing room created by the changes in the Sanctuary in particular, would be sufficient for the short term while we consider our desires and potential expansion possibilities for the longer term. Should we need to consider a move to two services in the future, we will use the UUA recommended process of discernment for moving to two services which requires a good deal of member participation over a period of 6-9 months. The relationships and connections that members make when we are all in the same service are highly and widely valued and can continue, at least for a while, with the expansion. If our growth continues and we start to push the limits on our new seating capacity, the Board will certainly revisit this possibility.

ENSURE UUFDF'S LONG TERM FINANIAL HEALTH

Approved a Legacy Giving Program to give members and friends a vehicle for designating significant gifts and bequests to the Fellowship. You will hear more detail about this exciting program in the coming months.

POLICY GOVERNANCE MODEL

Another result of our growth is that, even in the short time that we have experienced professional ministry, we have matured as a pastoral level church and have begun to behave more like a program level church. Our ambitions to live out our mission are high and continue to expand, making the delivery of our mission much more involved and requiring more attention to staffing and governance issues. We expanded our staffing to add a part time Congregational Life Coordinator, increased the hours of our Office Administrator and the Director of Faith Formation. We also eliminated the position of Associate Treasurer and created a new part time staff position, Finance Clerk, to streamline the workload and further secure our fiduciary responsibility.

In addition, the BOT and Minister continue to grow into our Policy-based Governance Model. We met regularly to refine our understanding and practice of how a church of our size needs to be managed. We approved a much-needed revision to our policy manual.

We continue to hold well attended quarterly meetings of the Leadership Council to provide opportunities for idea sharing, discernment conversations on important and timely issues facing the congregation, and broad-based leadership training. This time has grown into a truly meaningful time for the leaders of our committee chairs and team leaders. These meetings are hosted by the Board of Trustees. Topics covered this year include: clarification of our church governance structure, our progress as we learn and grow into shared ministry, understanding leadership styles, clarifying the differences between leadership and management, the safety of our campus in these troubled time, and how to best handle the issues surrounding gratitude and appreciation - to name a few!

And, finally, a special highlight of the year: our 50th anniversary celebration! This week-end featured receptions, a bus tour of previous locations and speakers recalling the history in each place, a catered luncheon, and a beautiful mural highlighting 50 years and displayed in Bowman Hall.

This report just hits the highlights of a very busy and engaged year...so many incredible events and contributions to our beloved community. It is impossible to even begin to document all of the volunteer hours that made everything happen. The Board's work always involves managing the changes facing our congregation in a way that balances our hopes and ambitions with our ability to deliver. We urge each of you to join us in the excitement of those hopes and ambitions in the year to come; your active participation is what makes it all happen.

Stewardship Report – Elizabeth Crawford/Lynn Griffith

The FY 2018/2019 Stewardship Campaign began in January of 2018. Co-chairs spearheading the effort were Elizabeth Crawford and Lynn Griffith. Graphics and Pledge packet materials were prepared by Communications chair Shanan Orndorff.

The overall theme for the pledge effort was 'I'm INvested'. Beginning in February, team members or Chairs of various teams gave testimonials during Sunday services. Teams included, Faith Formation, Worship Arts, Caring, Social Responsibility and Justice, Membership, and culminated with testimonials from Elizabeth and Lynn.

Testimonials described individual teams' mission and accomplishments along with a personal 'why I give'.

Each Sunday Elizabeth and Lynn manned a table and handed out initial pledge packets to members and friends.

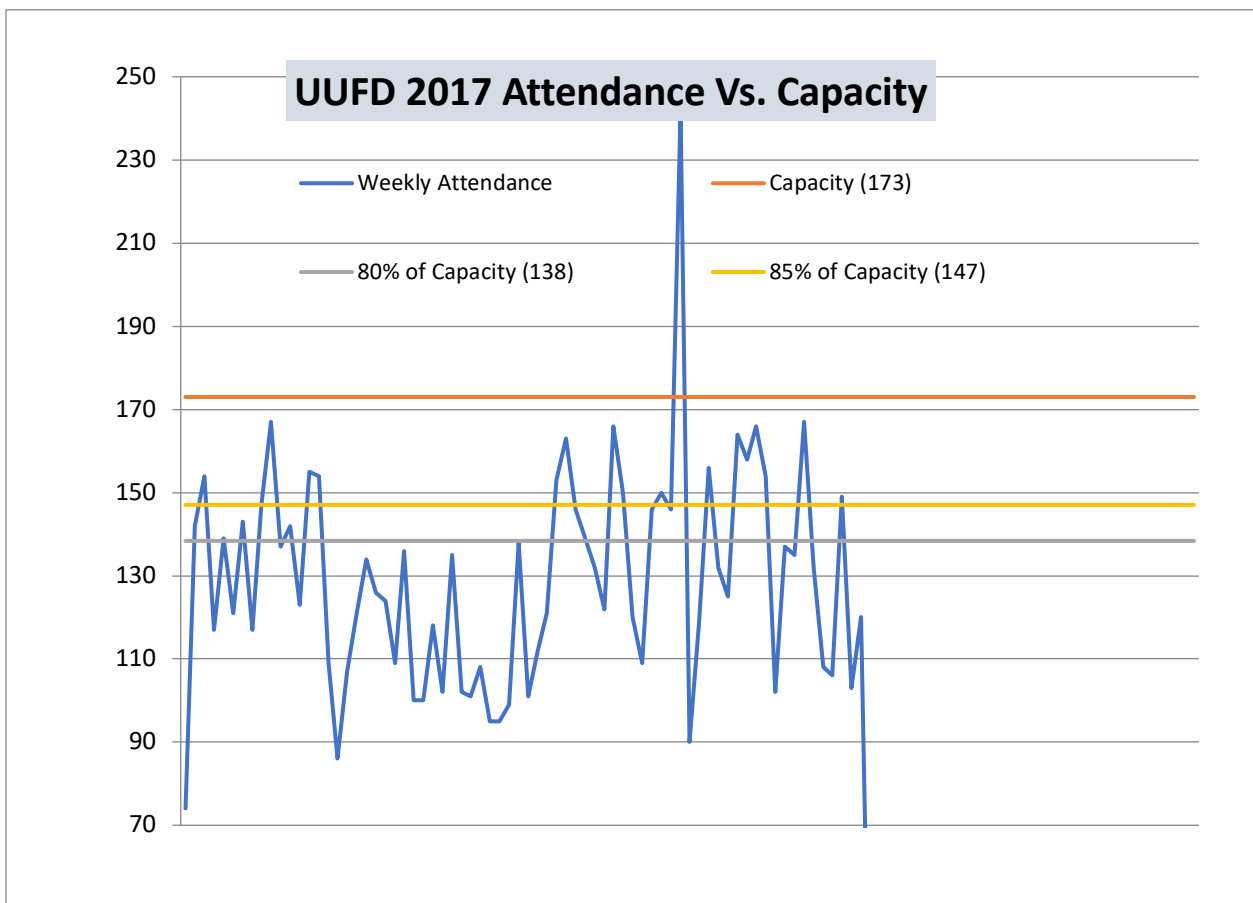
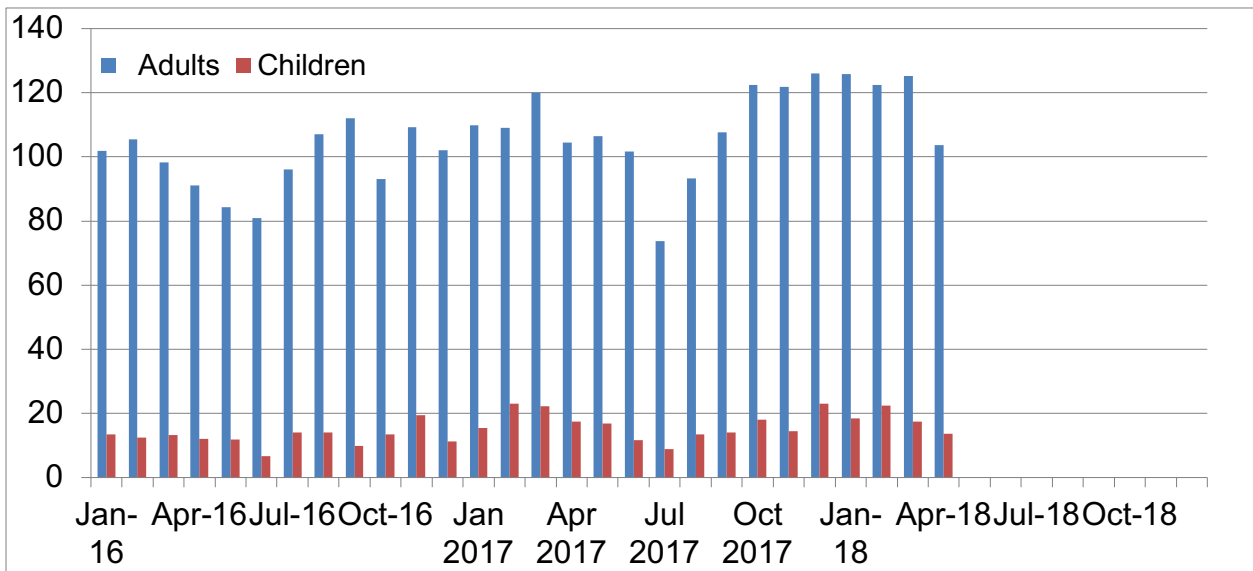
'Celebration Sunday' occurred on 3/11/18'. The congregation participated by dropping their pledge cards in a basket and received an 'I'm In' sticker, followed by a 'Finger Food Feast' in a decorated Bowman Hall.

Lynn gave a recap to the Leadership Council and as of 5/1/18, #of pledging units were 132. Amount received was \$249,694. (16% increase over last year) Average pledge was \$2190.

Membership Committee for Annual Report – Carolyn Miller/Nancy Griffith

This year has witnessed a continuation of our growth as a congregation, which we celebrate. In turn, this has led us to implement innovative procedures and practices to address our growing numbers and to reach out to new members, guests and established participants.

Last fall, we began working with Tara Frazer in her role as Congregational Life Coordinator. Her work in this newly established position has proved very successful in addressing the unfulfilled goals of the membership committee. Tara is able to reach out more personally to guests and new members. She is systematically gathering information about member's interests and areas of expertise. This enables leadership to better connect people with volunteer tasks and opportunities. The annual new member luncheon was held on February 18th. It was a success, and in response to the growing number of new members, we plan on doing biannual luncheons in the future. The new member photo board has become a reality, and has served to help the congregation better welcome new people. It can be seen just inside Bowman Hall. We also began a campaign to promote circle suppers to expand attendance among new members. This has also been a success, regularly drawing new people to join in one of UUFD's most congenial small group activities. Unfortunately, providing childcare at UUFD during circle suppers did not draw in young parents. We are in the process of polling families with young children to see what, if any, form of socializing they would like to see added at UUFD. The following graphs show our attendance patterns over the last couple years.



Nominating & Leadership Development Committee – Allison Andersen

This year we instituted our first “leadership” program with the offering of four *Harvest The Power* (HTP) workshops in the fall. HTP is a 12-part series offered by UUA. They were well attended and informative. In addition, Allison Andersen provided mini-leadership/interpersonal skills lessons at two of the Leadership Council quarterly meetings. This is all part of an effort to provide personal development opportunities to our members and to help them be more effective in all the volunteer, committee, and leadership roles they fill. (83)

In terms of nominating new board members, we implementing some new ways for UUFD members to learn about board service. We hosted a *Board Chat*, in which interested members met with the board to learn about and discuss what it is like to serve on the board. It was a very inspiring session. In many cases, Board members met with potential candidates one-on-one to further that dialogue and ensure there was a good fit – for both parties. We were successful in recruiting three new board members and 2 new nominating committee members. (92)

UUFD Building and Grounds Committee - John Redemske

The following were the major activities involving B&G during this year. These major activities all involved considerable volunteer effort from the fellowship. A big THANKS to all of you! These projects could not have been completed without you!

In addition to these major activities was the multitude of small tasks needed to keep UUFD facilities in good repair and operating smoothly.

1. The addition of the Columbine House to the UUFD facility required some renovations to be made to the house so that it could be used for Faith Formation classroom space. Some of these renovations were contracted and some were coordinated through B&G with lots of volunteer assistance from the fellowship.
 - Contractor replaced the side entrance with a 36” wide handicap accessible door, added panic door hardware on the two main exit doors and reworked a restroom to make it handicap accessible.
 - Reset the badly sunken brick patio so that it slopes evenly up to the entrance door.
 - Removed most of the red fence between the patio and the Columbine house and added a paver walkway from the patio to the columbine house. Re-erected the red fence along the south edge of the Columbine House back yard.
2. Excavated under the swing set and added woodchips to bring the area up to safety standards.

3. Planned and coordinated the creation of the new San Juan House office space. The planning for this project was started in mid-August and the UUFD staff moved into the completed offices by mid December 2017. A total of about 40 fellowship members and friends spent a total of about 1080 hours in the planning, purchasing and construction aspects of this project. It was estimated that this amazing outpouring of volunteer effort saved at least \$54,000 in project costs!
4. B&G led the Crowding Remediation Task Force which started at the beginning of February 2018 and reported recommendations by mid-March. A major project resulting from these recommendations is the sanctuary expansion into some of the former classrooms in the back of the existing sanctuary space. B&G led the planning and will coordinate the execution of this project, which is scheduled to be completed by the end of July 2018. This project will also utilize substantial fellowship volunteer effort during construction.
5. UUFD grounds cleanup both in the Spring and Fall utilized again, a large volunteer effort from the fellowship. A special thanks to the grass cutting and snow removal crews that volunteered to keep UUFD safe and looking great!
6. Floor plan drawings of all UUFD buildings were completed as well as an overall site plan drawing. An inventory of major building equipment was created so that B&G can better plan on when equipment (such as water heaters and furnaces) will need to be replaced.

Risk Management Committee– Dennis Brown/Syl Allred

The Risk Management committee consisted of Dennis Brown, Sylvester Allred, and Tom McCampbell.

Anyone interested in joining our committee would be welcome.

Activities, Duties and Responsibilities:

Recommend procedures to close these gaps

Draft safety policies/procedures for board review and approve

Review current safety procedures

Identify gaps in safety procedures

Develop recommendations for assigned responsibilities for oversight and periodic training in safety procedures, incident reporting, and response to safety problems.

___ Things done in the past year___

Did Safety Inspection which found things to rectify and to be done by committees responsible for those things,

Attended armed Intruder seminar in Durango and learned of procedures and actions

that could be taken by UUFD, Dennis, Syl, Katie, and Tom Miller.

Made a list of steps that could be taken and presented it to Leadership Council for discussion.

Held a CPR-AED training led by Mary Rilke of HeartSafe.

Recorded on DVD all things on the church campus that would have to be replaced in case of fire or theft to be on file.

Contacted Bob's Lock for preliminary conversations and estimates of costs for redoing locks on doors. This would establish greater security and ease of use.

Set up meeting for people involved in Lockset replacement and reported findings to the board for consideration.

Inspected of fire extinguishers with Durango Fire Extinguisher Company, a yearly activity.

Continued to do monthly inspections throughout the year.

Did the required three year inspection of fire extinguishers with Durango Fire Dept.

Purchased and installed fire extinguishers in new offices and at Columbine House.

Provided concerned people with contact information for help with treating injuries occurring in and around the church, (and whether more intensive help is needed).

Provided goggles and ear protection for workers involved in lawn work and other duties where they might be needed.

Governance Committee - Teresa Jordan, Chair

Governance change...is worthwhile if it creates a congregation that is better able to say what difference it means to make in people's lives.

—Dan Hotchkiss

The Governance Committee, a newly chartered standing committee, assisted the Board in implementing its chosen role in support of the mission, vision, and goals of the Unitarian Universalist Fellowship of Durango (UUFD) and helped the Board maintain high standards of performance.

Many thanks to **Mark Swanson** and **Nicci Unsicker**, the other members of the Governance Committee, for their dedication and expertise which made possible these accomplishments during this inaugural year of the Governance Committee:

- Assured scheduling and completion of regularly occurring Board calendar events by committee representatives attending monthly

Board Meetings and quarterly Leadership Council Meetings

- Assisted with arrangements for the annual Board Retreat
- Communicated with UUA Western Pacific Region support staff on board training opportunities
- Facilitated a series of study sessions on policy governance for members of the Board and members of the Governance Committee
- Drafted revision of the UUFD Board Policy Manual for Board approval
- Wrote draft of Bylaws changes as requested by the Board
- Will assist with the Board's self-evaluation process
- Will assist in orientation to board service and training on the UUFD Governance-Ministry Model for incoming board members