



# MINUTES

## Unitarian Universalist Fellowship of Durango Board of Trustees

10/11/2016 3:00 PM

**Board members** Teresa Jordan, President | Tom Miller, Vice-President | Donna Nelson, Secretary | Jim Dahlberg, Treasurer | K. Redford, Associate Treasurer | Susan Koonce, At-large | Rev. Katie Kandarian-Morris, Minister

---

**Visitors** None

---

**Process Observer** Tom Miller

3:05 Opening chalice lighting/reading Board Covenant

Check in

Discussion of Hotchkiss *Governance and Ministry: Rethinking Board Leadership* Chapter 7 “Size Makes a Difference”. Focus Question: What are the implications for governance and ministry at UUFD considering our anticipated growth?

Consent Agenda approved with the exception of #6 which was pulled for future discussion.

1. Approval of Minutes
2. Acceptance of Financial Reports
3. Acceptance of Attendance Report
4. Acceptance of Endowment Update
5. Acceptance of Internal Financial Review Task Force Update
- ~~6. Acceptance of Bookkeeper Search Update~~
7. Acceptance on FROLIC Update

Public Comment: None

Business items

- Minister’s Report.

Additional discussion: Rev. Katie expressed gratitude for installation. **Rev. Katie** to clarify role of sexton with Hospitality chair to communicate to all who help with Hospitality. **Rev. Katie** to discuss classroom clean-up with FF Director. Rev. Katie will lead Advent service December 14 with help of Travis Etling, intern from Quaker friends. Discussion of Pastoral Training.

- Strategic Plan Planning Task Force Update discussed by Tom. This task force will recommend the process (roadmap) to develop the Strategic Plan.

TF Members: Tom Miller, Anna Royer, Graham Smith, Elizabeth Long, Marcia Porter-Norton. Discussions of the process include making the process bottom-up rather than top-down and on focusing on doing it right rather than doing it in a hurry. It is possible the recommendation may include a weekend session open to all members of UUFD as developing the Strategic Plan will require much discussion with the congregation. It is likely that outside facilitation will be required. There is still discussion of the time frame for final presentation to the congregation. This TF will present recommendations for the process at the November 8 BOT meeting.

## BREAK

- Review of Capital Campaign Webinar (Information Item). Teresa reviewed the key points. See attachment.
- Retiring mortgage: pros and cons. Motion made by Tom to discuss with key donors the possibility of retiring the mortgage. Motion carried. Board President (TJ), VP (TM), and Rev. Katie will have this discussion.
- Review of Board policy on solicitations. A formal written request from Connie Jacobs as a member of P.E.O. to sell poinsettias after the Sunday Service was made to the Board. Current policy “restricts solicitations” from outside organizations. Concerns regarding the number of solicitations in general were discussed. An additional concern is the limited space for set up for solicitations.  
The motion was made by K to allow the sale of poinsettias by P.E.O. this year only, with the stipulation the table will be set up outside, weather permitting. Motion carried. **Susan and Donna** to review/rewrite policy on solicitations. **Teresa** to communicate Board decision to Connie.
- VANCO Update: rollout & QR Code (Information/Discussion Item). K led discussion. For the use of VANCO to be worthwhile it needs to be used. Communications and IT (table with computer and demonstration) to be involved in marketing.
- Tax Letter prepared by K to be sent to pledging members/friends was reviewed and approved by consent.

- Approval of committee chair and co-chair appointments. Motion by Susan to approve the appointments. Motion carried. **Teresa** and **Rev. Katie** will review relationship of IT and Communications committees.
- Vacancies for Stewardship & Retreat Coordinator tabled.

The Board approved by consensus the charge to the Internal Financial Review Task Force. *"To comply with the Unitarian Universalist Fellowship of Durango Bylaws requirement of an annual financial review (Article XI, Section 3), the Board of Trustees charges the Finance Committee Chair to assemble an Internal Financial Review Task Force of 2-4 members with some financial expertise to develop and recommend a financial review procedure to the Board by December 2016. Following approval of the procedure by the Board, the Internal Financial Review Task Force will carry out the review and report in writing their findings and recommendations to the Board of Trustees by June 13, 2017.*

*The Treasurer, Associate Treasurer, and bookkeeper will provide any and all financial records necessary to conduct the review, however, they will not serve as members on the Internal Financial Review Task Force"*

## Announcements

- FROLIC at UUFD, Oct. 15, 5-8 p.m.
- Next Deep Chair Meeting ,10:30-12:30, Wed., October 26, at Donna's house
- Next BOT Meeting – 3 pm, Tues., Nov. 8. This Board meeting will be shorter than usual. Minister's report will be part of consent agenda. We will not discuss a chapter from Hotchkiss. Items which can be handled by email rather than at the meeting should be considered.  
Process Observer: Susan  
Snacks K

Closing Review by Process Observer, Tom

6:05 Extinguish chalice. Closing Reading.

