



Meeting Minutes

BOARD OF TRUSTEES

September 19, 2017

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

Visitors: Teresa Jordan, Mary Ocken, Barbara Hawn, Trenton Wann, Eb Redford, Tim Miller

Opening Chalice Lighting/ Reading Board Covenant – Kathleen Adams, Elizabeth Long

Board Covenant – One new suggested sentences added by Elizabeth and read at meeting.

“Understanding that communication is a two way process, we will also strive to listen deeply and broadly to the congregation so that we can truly represent their wishes and address their concerns.” The BOT will consider this line and will offer changes or additions before the next meeting. Of special note was 1) the length and 2) the wording “Two way process” (not favored by all) and 3) the desire to KEEP the words “deeply and broadly”- with it being noted that perhaps it could be shortened and that we might want to phrase it so that it makes a person visualize something circular rather than linear (referring to the “two-way process” part).

Public Comment:

Teresa Jordan – former UUFD President and current chair of the Governance Committee shared her appreciation of the current boards work on the Strategic plan. She also spoke about the role of the meeting minutes as historical records that are very useful in helping paint a picture of what was happening and a bit about why it was happening for future generations. She noted that she has been working on the 50th Anniversary task force and has been reviewing minutes from years ago. She noted how helpful the information in minutes can be. She noted that it is the entire boards responsibility to help review the minutes and include details that the secretary may have missed or understood differently.

Update on Facilities Planning Task Force (FPTF) – Mary Ocken, committee chair

There are 5 people on committee so far and they have met once. Tom Miller, BOT President was present at the first meeting. The committee members have been made aware of and have made contact

with a variety of UUA resources including potentially helpful people and books. Two books they are going to be using are: **The Inbetween Church** and **Raising the Roof**

The committee has also been informed about and encouraged to reach out to the following other UU churches: Los Alamos, Boulder Valley, Cascade who have recently been through facilities changes.

The committee will be in touch with the Membership committee to get more information about attendance flow and growth patterns, as this will help inform the committee regarding current and possible future needs for space.

The Committee has defined the following Tasks:

- Develop an RFP (Request for Proposal – a document to solicit proposals from architects)
- Look at Strategic Plan to help create vision, visit with people in charge of areas to give guidance to architect
- Architect – RFQ (Request for Qualifications – this will be the most likely first action they will take, before sending out any RFPs), and RFP (Request for Proposal)
- The committee will be keeping in mind: Balance Between beauty, space, economics, need, and disruption – short and long term views (5 year plan, 20 year plan)
Various models – One bldg., Separate bldgs. Current campus, alternate campus location, etc.

Update on NEW Offices (San Juan Bldg. upstairs – former rental apartment) Renovation and Financing

Discussion regarding priorities took place and was informed by visitors Barbara Hawn, Trenton Wann, Tim Miller, Eb Redford, and Teresa Jordan.

The Office Task Force presented the board with a budget spreadsheet listing priorities and items that the board could consider either doing not or deferring to a later date. The budget numbers ranged from \$13,000 to meet minimum needs up to \$22,000 to complete all recommended items. The largest discretionary expense noted was for replacing the carpet. Significant discussion in favor of replacing the carpet ensued. Rev. Katie noted that the staff had indicated that they would give up other things in order to have new carpet. Teresa mentioned a bad smell in one of the rooms. Elizabeth shared her background knowledge about the potential health risks of old carpet. Others spoke about how it is much easier and more economical to replace the carpet now, while the space is vacant, than to try to do it at a later date. Trenton Wann spoke about the need to view this renovation project as something that needs to be able to last for at least 5 years based on our current facilities available and the time it will take for any other “Facility Plan or design” to be implemented in the future.

The other notable expense is for the removal of a closet that is present in the front (entry) room. This will require the work of a contractor rather than a volunteer team, so it will be more expensive. It is recommended that this be done now because it helps ensure a better use of the space, reduces the risk of having to deal with problems associated with it later – especially those related to flooring, and is another task that is easier done now than later.

It was noted that the staff will likely need new chairs for their new workspaces and chairs and tables will also be needed in the new conference room and volunteer work spaces. It was noted that the staff may use their current chairs and that existing folding chairs and tables could be used. It was also noted that we want to ensure that health and well-being of staff and the comfort and aesthetic of the space in general.

The proposed budget of \$22,000 included 4 main areas: Aesthetics, Building Modification, Furniture and Design, and IT.

Discussion about the proposed budget included a presentation by Tim Miller, Finance Chair. Tim noted that MCF fund has \$100,000 cash in it. He noted that it would be wiser to use money from this fund than to close the TD Ameritrade CD prematurely, but that the TD Ameritrade CD could be renamed MCF CD so as not to affect the balance of the MCF fund. It was also noted that since office space is for the benefit of the staff, including the minister, and because the money is not really need to “guarantee” a salary anymore (the 3 years it was intended for have passed) – this money could be used to help fund the renovation either in whole or in part.

1)The TD Ameritrade CD has \$10,248

2) Vectra Cash (working capital account) has available reserve funds and up to \$5000 could be used

3) The Operating Reserve fund could be drawn down from \$17,793 to \$15,000, using the \$2,793 to help fund this project.

Total from these 3 sources: \$18,041

Addition funds could come from a quick and easy “New Carpet” campaign – the goal of which would be to quickly raise \$2,000-4,000, create a feeling of investment or “buy in” from the congregation, and to inform more people about what is happening in upstairs San Juan house and why. Kathleen Adams agreed to help organize this. Any money not raised will come from money in an existing account, most likely the MCF.

MOTION: Elizabeth Long made the motion to approve a \$22,000 budget, plus \$3,000 contingency funds for a total maximum approved budget of \$25,000 for the Office in the upstairs of the San Juan house building. The motion was seconded and the motion carried.

Stewardship Nominations, Potential Chairs Found:

Lynn Griffith and Elizabeth Crawford have agreed to chair the stewardship committee.

Motion: A motion was made to approve Lynn and Elizabeth to chair the Stewardship Committee. Motion was seconded and the motion carried.

Capital Campaign Update:

- Need a Chair for the Capital Campaign Task Force
- Board members Susan Koonce and Elizabeth Long will help draft a charter for this task force

Internal Financial Review Task Force (IFR) Update- Tim Miller

Tim provided a written spreadsheet summary of the IFR task force's work. The group met multiple times of the past year and completed extensive work reviewing the fellowships financial records, accounts, budgets, practices, and procedures. The full document and recommendations are available in the Board Documents>2017-2018> September folder.

Highlights of the verbal report included a summary of things that need attention and continued refinement such as Recordkeeping – where to store documents, how long, how to back up, etc. It was also noted that our current book-keeper backs up Quickbooks on a thumbdrive, but that we should encourage a migration to Quickbooks online.

The need to create a roadmap or How To guide for treasurer position was also highlighted – Tim Miller and K. Redford will develop written procedures to ensure timely accurate financial operations. Proposed to be ready for June 2018 Board meeting.

Some of the benefits of the IFR process are ensuring Stewardship trust, especially prior to a capital campaign. This process can give us all peace of mind in knowing there has been no major mishandling or theft of money. The finances are in good shape overall and have been managed well given the experience and tools used and available.

An annual financial review and reconciliation must be conducted prior to the end of the church year, this detailed level of “deep audit” Internal Financial Review of this magnitude should not happen annually, but a schedule for reoccurrence should be determined and maintained.

Covenant and Mission - Kathleen Adams and Vanessa Self will help with this starting in October. Tasks will be to write a charge and assemble a Task Force

Leadership Council October 5th 5:30-7:30

TOPICS TO INCLUDE:

- Time to process, review, discuss the Strategic Plan
- Charge each committee/team will writing up and providing the BOT with a “Task Check List” – a document that outlines the procedures that are followed that allow the committee to take care of its responsibilities. The BOT will want this by the end of the year.
- Volunteer and Leader Spreadsheet – Use for Awareness among leaders – Vanessa will bring the banner to be posted on the wall for information and celebration.

- Vanessa will work with Allison because Allison has similar document from last year used by the Membership committee that we may want to merge/update/ or save together.
- Appreciation – suggestion is to move this to next month

Tom will create agenda – detail time and workshop schedule and will share via email with the BOT for comment and review

Vanessa will send email regarding Leadership Council meeting and submit for newsletter, e-announcements, bulletin, website

Vanessa and Elizabeth will make arrangements for food and beverages for the Leadership Council meeting.

Leadership Development:

Allison Anderson report on Harvest the Power Workshops

The purpose of these workshops is to use resources from the UUA to help nurture, inspire, and inform current, past, and future leaders at UUFD.

Oct 2, 16, 30, and Nov 6 – 5-7 pm Mondays – Harvest the Power Leadership Workshops – Each stands on its own, going to all four is recommended but not mandatory.

May 19th – Regional Board Development Day presented by Mountain Desert Dist.

Discussion is in favor of participating. Teresa will reach out to the organizer of this and see what is involved in hosting and will indicate our willingness to host if needed.

MDD District Meeting in Boulder 10/13-14 – Still time to sign up Tom Miller and Rev. Katie will attend.

Youth attending a fall con in Golden CO that is occurring in tandem with the Dist. Meeting but at a different location. Sydney Andersen is taking at least 3 youth.

Beloved Conversations Program – The Healing Racism Group is organizing this and will need help from the BOT to come up with funding. It will cost approx.. \$1800 for a facilitator and will be scheduled sometime after the first of the year.

Next Meetings:

Deep Chair: Wednesday October 4th, 2017 10-12, Kathleen Adams House

Leadership Council: Thursday October 5th, 2017 Bowman Hall

BOT Meeting: October 17th 2017 12-2 p.m.

Process Observer:

Opening/Closing words: