



Meeting Minutes

BOARD OF TRUSTEES October 17, 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

Opening, Chalice Lighting, Reading of NEW Board Covenant- Tom Miller from Bless the Imperfect

Check in

Consent Agenda – Elizabeth Long moved to accept all, Vanessa Self seconded

Minutes

Ministers Report

Final Report from 50th Anniversary Task Force

Public Comment – N/A

Update on Facilities Planning Task Force - Request For Qualification's are being sent out. Committee will pick two-three and will do individual interviews and will make their choice and refer to BOT for approval of final choice of architect to do the drawings in December or January. Architectural drawings will not be available in January which was the initial date noted in the Strategic Plan, but will be likely in Feb or March 2018. The BOT is confident in the abilities of the task force and expressed gratitude and excitement about the work they are doing.

Update on Office Space Renovations – The renovations are going well and we are on target for an early December move in date. There has been tremendous volunteer work and people have stepped up, including Bill Wahler who took on the tasks that we previously quoted by professional contractor Hansen Remodel.

Thanks to these increased and well managed volunteer efforts and frugality on behalf of the volunteer crew- we will likely come in under budget.

Kathleen Adams and Bill Wahler are working together on the "Carpet Fundraiser". The two goals of the fundraiser are to

- 1) Create an atmosphere of fun, awareness, and buy in among the congregation
- 2) Raise approx. \$4000 dollars to help fund renovation

Some discussion ensued regarding how to show appreciation and celebrate the hard work of all the volunteers. It was determined that this falls under ministry and Rev. Katie will work with ministry teams

and with Susan (board liaison) to meet this need. Rev. Katie will also be planning the Building Dedication ceremony.

Update on Capital Campaign Task Force Charter – Susan Koonce and Elizabeth Long

Susan and Elizabeth shared their progress and led a discussion about what questions they have and where they are in the process.

Next Steps for Susan and Elizabeth:

- Join Facilities Planning Committee in meeting with Kay Crider to learn more about how Facilities Planning and Capital Campaign will work together, overlap, and diverge.
- Tom will email Mary Ocken to let her know that Susan and Elizabeth need to be included in call with Kay.
- Susan and Elizabeth will create an updated draft of the charter and email it to the BOT members.

Date Issues:

Annual Meeting Date – Approved date 5/20/2018

November BOT meeting date change- 11/14/2017 12-2:30 Bowman Hall

Update Regional Board Development Day in Spring 5/19 – We will not participate at this time. We can join in another opportunity in the fall of 2018 with Los Alamos, Santa Fe

Beloved Conversations- is a curriculum for anti-racism and multi-culturalism to be used with faith formation, leadership development. (\$5000 is in our current leadership budget)

- Expect cost \$1800 for curriculum and hiring consultant to facilitate
- Hotel
- Misc event expenses
- Total: \$2500 max

Dates TBA (Late spring or early fall 2018)

Rev. Katie also mentioned that Lisa McCorry is participating in the community wide Diversity Dialogue group.

Quarterly Financial Report- September – Approved (Susan motion, Elizabeth seconded)

Early pledges held are now being counted so we are still all clear and flush so far this year.

Tom Miller asked about potential “red flag” areas of high spending.

Tim Miller reported the following:

- High spending in utilities budget primarily due to unexpected water leaks. Money has also been spent on playground. Buildings and Grounds and the Columbine house budget lines can also be used. Building and Grounds hasn't been used heavily in the past, so funds can be used as needed.
- Office Renovation budget is fully funded up to \$23000 of the full \$25000 approved budget (including contingency funds). Renovation is likely to come in under budget. Additional funds will also be raised from the "Carpet Fundraiser"
- "Spare funds" that might be used if needed: "Old" Frolic money = \$3100
- Tim Miller will look for additional areas that may have extra money that can be more effectively used.

Leave of Absence Issue – Approved

Alane Brown, Choir Director, is needing to take a leave of absence for at through December 2017. Rev. Katie informed the BOT.

A motion to Approve Alane's leave of absence, including full pay for the month of Oct. Motion was entertained and passed.

Also noted that a volunteer choir director will be filling in. \$1260 in unused salary funds may be used for other purposes as approved by the BOT.

Proposed Middle School Youth Advisor Position – Approved

Rev. Katie presented the BOT will Faith Formation's need to hire a new paid staff person to serve in the role of Middle School Youth Advisor.

BOT entertained a motion to allow for the hire of a Middle School Youth Advisor and suggested that the funding for the position come from unused Choir Director Salary. (Approx. \$850 to fund this position through the church year.)

Building Names Issue- With 3 official buildings and multiple rooms, do we want to formally name them?

Discussion ensued regarding the need for names to be used by Administrative staff to help manage facility use and rental. It was also noted that there is some confusion among both board members and people we have talked to about the names of spaces as well as their locations and uses.

It was determined that more time and attention needs to be put towards this topic. The following decisions were made:

- BOT will talk about this issue at the next deep chair meeting
- The Governance committee will be asked for advice and support as needed at the appropriate time.

Employee Benefits

BOT members were presented with a copy of the “Benefits Tune Up Workbook” from the UUA. Rev. Katie expressed a need for help from the BOT and possibly the formation of a “Human Resources Committee”. One purpose of this committee would be to help the BOT deepen understanding and develop policies regarding Employee Benefits. Could potentially be an ad-hoc committee. Tom Miller will work with Rev. Katie to help clarify needs. Hannah was identified a potential resource person/ committee member. These issues need to be addressed before the next budget is finalized.

Next meeting open and closing words: Elizabeth

Next meeting Process Observer: Susan

Next meeting date: Nov 14th 12-2:30 Bowman Hall