

Meeting Minutes
BOARD OF TRUSTEES
8/30/18 6-8:30 pm

Members Present: Tom Miller, President; Elizabeth Long, Vice-President; Mark Swanson, Treasurer; Julie Jordan, Member-At-Large; Kathleen Adams, Member-At-Large; Becky Malecki, Member-At-Large; Rev. Katie Kandarian-Morris, Minister

Visitors: Tim Miller, Teresa Jordan

Facilities Task Force members: Mary Hockett, Trenton Wann, and Barbara Hahn (absent: Task force chair, Mary Ocken).

Opening Words were shared by Elizabeth Long, from the book “Serving with Grace.”
The Covenant was also read by Elizabeth Long.

Check-in with members was done – two just returned from rafting the Grand Canyon with a dozen other members of the UUFD.

Consent Agenda

- Motion to accept the consent agenda...
- Attendance report – not currently up-to-date. Judy Hughes daughter, Moni, is doing the attendance using Xcel Membership committee does hand note that then needs to be entered into Excel. Connections between the pages need to be adjusted. Concerns are that handwritten notes, just last week, under-reported the student population at least. Discussion of training to ensure that all attendees are counted, possible use of clickers, etc. Katie stated that she would address this the next month. Tom suggested that each week the counters send him the data each week... he will update the spread sheet and make sure it is accurately formatted.
- Financial Reports – Tom made a motion that the financials be accepted. It was suggested we do an E-Vote by Monday regarding accepting the financials. It was agreed we would read the report, then vote. Discussion of who is responsible for tallying the e-votes and sending out the results.
- Mark discussed sending out an e-vote a couple of weeks ago regarding investing money. A summary tally was not done. It was agreed that we should re-do a vote on this issue. The motion was:
“The treasurer with the advice of the finance committee is authorized to
Mmove cash on hand into CD’s so the monies can earn interest.”
The amount in question is approximately \$60,000 to \$70,000 a year which could earn approximately \$1000 in interest.
Kathleen moved, Eliz seconded... All voted in favor of the motion.
- Two other items were to be addressed with an E-Vote: acceptance of attendance report and the financial reports for July, which were to be circulated and approved. It appears that this did not happen. Tim agreed to re-send the June financial statements (which reflect the end of the fiscal year).

Public Comment

- Teresa expressed gratitude for members' willingness to serve on the board. She also presented the idea of a project that has been delayed – the ADA compliance of the upstairs. Kathleen shared further information later in the meeting (see below).
- **Minister's Report:** Katie and Lisa are planning on taking the Breaking 200 Course (online) which is a governance/systems training. Katie stated that she will start the course within the next month, and would start sharing the information with staff, and could later include the board. It is a self-paced course consisting of 8 video sessions. Julie wondered about the board doing the course in early 2019. Discussion ensued that the board has been talking about a shared board learning experience such as reading the book "Serving with Grace" but perhaps it makes more sense to do the Breaking 200 course concurrently with Katie. It was suggested that we discuss the course during Deep Chair meetings. There was a consensus to start this during the September Deep Chair Meeting, and put off the Serving with Grace book. A 12 person license was purchased by Katie, and the Board will share this expense with her.
- The next Deep Chair Meeting is September 13th (Thursday) from 5 to 7 pm at Kathleen's house.

Annual Report

- The financial report came out today. Tim shared the highlights:
 - June profit and lawn statement showed a \$7,000 surplus which is really moot as there is really a \$3,000 deficit. This is, in part, because we had been looking at gross pledges, instead of actual net pledges. Next year we will more accurately predict the pledge income based on a realistic expected pledge slippage. In addition, there as a \$10,000 UU grant due to the fire – all of the disbursements had not been made by July 1. In retrospect, the grant monies should not have been put in the operating budget. Water leaks early in the year, and adding a couple more hours to the office ad position, and the office renovation were all reasons for expenditures being greater than expected.
 - We had three successful renovation projects that started in April 2017. The projects wrapped up at the beginning of this fiscal year. The sanctuary expansion was a factor in this.
 - Share the Plate – almost \$13,000 raised for local non-profits.
 - The Profit & Loss statement shows that utilities and buildings and grounds were over expenditures due to water leaks and expansion.
- Tom commented that a lot of fat was cut out of the budget over the past year.
- Tim shared that transferring money from one dedicated fund to another involves a significant lag at this time. A goal is to make more efficient requests to the bookkeeper.
- There is a plan to expand the Financial Committee beyond Mark Swanson and Tim

- The goal is that – in the future – the financial report will be received the Friday before the Board Meeting.
- ADA compliance with Bowman Hall has been an ongoing issue. Kathleen shared that she spoke with the county ADA regulator and learned that as long as there is accessible space at a meeting, or in a place with no public traffic, it is not necessary to put in an elevator. An elevator is not mandated, and the question is – should we make the upstairs offices handicapped accessible? It was agreed to discuss this further at the next Deep Chair
- In the elevator fund is roughly \$13,000, consisting of the Chalice Lighters grant, a \$5000 donation by the Carpenters, and another approximately \$3,758. that was not placed in the elevator fund simply to keep it separate from the general fund. This money could potentially be used for the sanctuary overspending. The construction for sanctuary expansion was about \$4,000 over, thus the \$758 will get close to paying off this bill. If its inadequate other options are to draw down the operating reserve below \$1,500 .
- Elizabeth shared information about the hymnals. The cost is deemed to be \$414. It was discussed whether this could be taken from the overage generated by the chair campaign. Rev. Katie indicated that this purchase has already been made.
- The Chalice Lighter program funds church projects across the districts. UFD received monies for both the minister search and the proposed elevator. There is a question of whether monies left over from can be reallocated for the sanctuary over-budget. \$4,644. Can we re-direct the award to something else besides the elevator? Kathleen will connect with the Chalice Lighters leaders to get a decision on the appropriateness of this request.
- All expenses should be in by the September meeting so these decisions can be decided then.

Facilities Committee

Trenton shared that discussions regarding facility needs have been done with constituency groups. Findings included commonalities such as concerns about overcrowding, and the parking lot as a barrier. Two schemes have been presented – a dispersed scheme and contiguous (single connected facility) scheme that address perceived problems.

The plan is to set up a tent during Sunday coffee – starting Sunday September 1st, and continuing for at least a month to have facility members there to collect input. It is not for the purpose of “voting,” but to consider whether interests can be met by the two schemes. The input will go back to the architect for final schematic sets with diagrams and rough costs. Input will also be collected online. The goal is to have people actually have time to study the diagrams with guidance from the task force.

Vacant Board Position

Vanessa Self has expressed the need to resign as Board member and secretary due to family commitments. Tom suggested that there be a future discussion about whether to parcel out those duties or recruit/appoint a replacement per our Bylaws.

Discussion about acknowledging UUFD members who contributed to the Sanctuary renovation. Rev. Katie will include this in her Sanctuary Dedication on 9/23.