

Unitarian Universalist Fellowship of Durango
September Board Meeting Minutes
September 25, 2018 / 4-6:30 pm

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

Guests: Mike Trefry (Middle School Youth Coordinator), Tim Miller (Chair Finance Committee), Teresa Jordan Chair Governance Committee)

Reminder: *We are ALL process observers. A reminder of those not present at the table – that we are representing all of them (youth, disabled, etc.)*

Consent Agenda

Meeting minutes from August (as revised) were approved.

The evote to approve the minutes from the July Board meeting (which were not available at the August meeting) was unanimous for approval.

Attendance Report Accepted

Discussion about what is the sanctuary's capacity – decided it is 215 chairs. Tom will adjust the Excel spreadsheet to reflect that number. The trend over the last 2 years is that we are increasing steadily, albeit slightly, with our attendance.

Financial Report

Discussion of how we're working to separate the operating P & L with an annual budget so the report is "cleaner" and thus easier to understand. The income side is going to be broken out from the expense side so negative numbers are no longer used. This change should be completed in approximately one month. Operating is the same thing as "Budgeted items" – with things such as salaries and set costs. The rest are items that are self-funded or generating income with a small profit. "Retained earnings" are typically cumulative surpluses but currently is not relevant for our needs. Childcare and utilities are growing expenses, and thus a growing concern. The sanctuary expansion project was a little over \$24,000 which includes about a \$3,000 unexpected expense to replace the microphones.

Public Comment

None

Modifying the loft in Columbine House so it is a safe and suitable place for the Middle School group to meet.

Mike Trefry is a middle school youth advisor – there are two groups middle school and high school groups. They meet in the back of Columbine House. The high school students meet in the downstairs room. The middle school group – which currently consists of approximately five members - has been yearning for a more interesting place. They propose to make the upstairs loft above the Chalice Room more hospitable – constructing a place that they acknowledge would not be accessible for people with physical disabilities and they would not use if a person was present who could not access it.

Mike Trefry presented that the loft is only about 4 feet high, with dimensions of approximately six feet by eight feet - but the youth love it. They would construct a flight of stairs on the side of the wall... stairs with a rail. There was a discussion about whether or not we would be in compliance with building codes. This is not adding a room. A fire extinguisher should be mounted in the loft.

In principle, board agrees they are in favor of the youth getting a place that is more of their own, and just want to look into possible safety and liability concerns.

Mike agreed to address these concerns and present a plan for the Board's further consideration at the October BOT meeting.

BUSINESS ITEMS

Minister's Report

Rev. Katie added to her written report that the traditional annual 9th grade trip from Front Range to Hopi Reservation has been retired. This is probably a good thing, Rev. Katie reported, because we were not in right relationship with the Hopi, the people who ran the retreat, or the people sending the youth.

Approximately a dozen youth from Silverton's High School came today as part of a World Religions class.

Annual Retreat Minutes

The minutes were reviewed. Follow-up items to address:

Membership Committee has changing, and has unclear, leadership at this time.

A motion was made to officially change the reporting relationship of the Membership Committee to be a Ministry Team (instead of a shared responsibility with the Board as it is currently in our governance structure). Also, motion was made to remove the committee charter. Rev. Katie will lead the process to create a team charge. Julie Jordan will help Rev. Katie with this work. Motion was seconded, and all voted in favor.

Tom stated he would take responsibility to mesh the processes on moving forward with the mission with the process of moving forward on the building design. He will try to have a brainstorming meeting, focusing on those who are congregational leaders and those who have building experience.

Treasurer Position

A new list of complete treasurer's responsibilities and division of financial tasks was presented and discussed. Motion was made to accept the revised list; it was seconded. There is a proposed change from having an assistant treasurer to a deputy treasurer who would be a backup person aware of the procedures and processes. Tim, head of the finance committee, is more in an oversight position. He is confident there are sufficient members who could do this.

Sometime in the near future the BOT should appoint a deputy treasurer.

Discussed having clear communication with committee chairs about their budgets. In the first paragraph it states that it is the goal to relieve the treasurer of some of these duties (and those that just come up). Some check writing is currently going through Bill Pay – a task that probably should only be given to the treasurer and deputy treasurer. Apparently, in the past, it was sometimes difficult to find someone who could write and sign a check. There are currently three people (officers only) who can sign a check, although a fourth officer (currently a vacant position) would also have this authority.

Discussed revolving door stewardship chairs need support and we need to check the interface between the chairs and treasurer. Tim Miller has been doing this – being an institutional knowledge resource – to help with administrative guidance (e.g. percentage of income in regard to specific donors). Discussed the need for the finance committee be broadened.

Motion, to accept the new Treasurer's Duties as amended, was approved unanimously by the Board.

Need to convene an ad hoc group, as per our policy on receiving gifts, to consider the receiving of a proposed gift, a bequest. This gift, as initially proposed, has some restrictions associated with it. Julie Jordan, Mark Swanson, and Tim Miller agreed to be the ad hoc gift committee and contact the potential donor for additional information

and consultation, based on our current gift policy. Motion was made, and seconded, to appoint those members to the Ad Hoc Gift Committee. This was voted on and accepted by all

It was agreed that the policy should be shared more widely in order to be available in advance for other potential gift givers.

It was discussed that we should be careful with teasing out what people leave in their legacy gifts. The BOT is moving forward on creating a Legacy Gift Committee. We expect to have a proposal at the October meeting. .

Vacant Board Position

Motion was made and seconded to reluctantly accept Vanessa Self's resignation as Board Secretary. All voted in favor of this motion.

Discussed whether we need to appoint a new secretary, a new Board Member, or spread the secretarial duties among the current Board Members. Members agreed that we would prefer to have another Board Member who could serve as a secretary, as the work load is particularly heavy at this time. The Board President will follow-up with the Chair of the Nominating and Leadership Development Committee to see if this position can be filled as soon as possible.

Discussed whether to move Stewardship under the Ministries structure and agreed to hold off on that for now, and reconsider this change in 2019.

Chalice Lighter's Grant Allocation

Tim Miller shared that this 2017-2018 grant award was received a while ago, and there is now a broadened scope of how these monies can be spent. Can this money be considered for "Renovations (unrestricted)"? Money previously allocated for the elevator (approximately \$ 8,800) can be applied towards the Sanctuary renovation, but the preference (from Tim, of the Finance Committee) would be to apply the Chalice Lighter's grant and keep the money allocated for the elevator in the elevator fund. We discussed that we have been inspired by past conversations about allocating the elevator money to other ADA type purposes, such as a ramp for the Sanctuary.

A motion was made and seconded to have the chalice grant funds (approx. \$4,700) applied to the Sanctuary expansion project. All were in favor of this motion.

Triennial Review of Ministries – Policy & Charge Revisions

The A 1.6 (R) policy was revised to remove specific key ministry areas that the Task Force "would be focused on," and remove the word "Review" from the title.

Motion was made and seconded to accept the revisions to the Policy Manual regarding the Triennial Review Ministry - A 1.6 (R). All voted in favor of accepting the A 1-6 R revisions.

The charge was also revised, as per Board directions, from the Fall Board Retreat.

What is happening in three years was removed ("Subsequent ministerial review task force..."), the word "performance" was removed from the first line of the second paragraph, and "consulting resources they deem appropriate" replaced

All voted in favor of the amended changes to the charge.

A motion as made, seconded and approved to amend the policy to be consistent with the changes made to the charge.

Review of List of Secretarial Duties

Added contacting John Schiffel and the office administrator to the second bullet.

Currently the Board members are sharing duties – such as taking minutes and moving documents to the appropriate folders.

Upcoming Leadership Council

Scheduled for Thursday October 25, 2018 from 5:30 to 7:30 in Bowman Hall. Discussed sharing information from the Los Alamos conference about trust, and sharing the RACI table about who's responsible for what. Discussed inviting specific team leaders and committee chairs – Rev Katie has this list. Elizabeth volunteered to send this out, ensure that everyone receives it, and get the list to Shannon to send out electronically. Becky volunteered to help present information at this meeting.

Next Opening/Closing Words – Rev. Katie

Next Process Observation – Rev. Katie

Rev. Katie shared about our process this meeting. The dynamics of the missing secretary influenced how we looked at our work load. We spend extra time on financial issues. There seems to be a need for training on reading financial reports. There was a lot of paper shuffling tonight as we all scrambled to find the appropriate documents to reference. Disappointment was expressed over not getting to the agenda item: BOT Feedback Table.