

## **Unitarian Universalist Fellowship of Durango Meeting Minutes** **December 18, 2018**

Board Members Present: *Tom Miller (President), Mark Swanson (Treasurer), Katie Kandarian-Morris (Minister), Julie Jordan (Member-at-Large), Kathleen Adams (Member-at-Large), and Elizabeth Bishop via Skype, and Becky Malecki (Member-at-Large).*

*Opening words read by Julie. Covenant read by Mark. Check-in was done. Kathleen is process observer.*

### **Consent Agenda**

Becky moved to approve the consent agenda, Kathleen seconded, regarding last month's board's minutes and attendance report. Discussed attendance report – how it varied so much... Current seating capacity is 215. A question was raised as to whether attendance is affected by the capacity. 170 was the maximum capacity before the latest expansion of the sanctuary. The budget report indicated that we are overspending our budget by a significant amount. UUA/PWR Dues are increasing by \$1700 next year (the dues are based on percentage of our budget and our economical zone). All were in favor of approving consent agenda.

### **Minister's Report**

Nothing beyond the written report... Questions were asked about Katie meeting with FLC president. She wanted to talk about Native American issues, he wanted to talk about DACA and student immigration issues.

Requests have been made to the Membership Team to offer The New UU. The new team is just getting started and has not yet looked at that possibility.

Richard Butler will be the UUFD liaison to the UU Service Committee.. Fire prevention issues are going to be addressed with a Fire Department officer – with the kids, staff, and all interested members. Hopefully Board members will attend this event on February 6.

### **Changes/Recommendations regarding finances:**

Mark reported:

1. We are changing banks, and moving to Bank of San Juans, starting early in 2019.
2. The finance chair is now a signer on UU accounts, as well as the Treasurer.
3. Even though all individuals are term limited, the account will continue as long as only one of the two retires his office at a time.
4. Legacy Accounts – moving towards separate accounts for Legacy & Operating funds. Want to keep the earnings separate so they can be designated more specifically. There are many options about how money can be designated and those are being explored.... We will return to this at a later time.
5. Setting up a second investment account so we can get reasonable returns on some of our monies... will be with Ameritrade.
6. Changing our bookkeeping to QuickBooks online – it will be on the cloud, with a goal to have five people have access. It will save us money and time as the bookkeeper will not have to do everything, Access to various aspects of accounting can be limited. The goal is to do all transactions online so everything can be done in one place. Cost may be \$50/year through TechSoup. This should be more than made up by savings due to reduced use of bookkeeper. Goal is to make the transition in February.
7. We are changing account numbers to separate out items from the regular operating budget items.

There was a motion to authorize the Finance Chair as an additional signer; it was seconded. All were in favor.

### **Request to Increase Childcare Budget**

Reviewed a proposal from the Faith Formation Director, asking for a 33% increase in the childcare budget – from \$7,500 to \$10,000. Childcare hours are being reduced from three to 2.5 hours. The Board asked for additional explanatory detail prior to making a decision. In particular, where is the greatest demand for childcare right now? It was agreed that this would be put on the January agenda with additional information forthcoming from Faith Formation Director. Also, the Board asked for a recommendation regarding the source of any additional funds from the Finance Committee in light of the Fellowship currently being overbudget.

### **Draft regarding Personnel Committee Charter**

This would be an advisory standing committee consisting of three members. Mark shared that there are items such as I-9 forms and Labor Law posters that fall into a grey area, with no clear designation of who is responsible for ensuring compliance. This committee would answer to the BOT. This was put on the January agenda.

### **Membership Committee Policy**

Mark made a motion to remove references to the Membership Committee from the policy manual and public charter (as the Membership Committee is no longer an entity). Motion was seconded and all approved.

### **Rental of UUFDF Facilities**

It was discussed that an ad hoc group of BOT members will meet to create a draft of a policy by January to propose criteria for rental of facilities.

### **Legacy Fund**

Reviewed the most recent draft of a tri-fold brochure. Discussed adding a couple lines from the minister and adding more information about how to contact “a member of the Legacy Fund Committee.” This would also be on a web site with even more information. Discussed next steps, including a possible chalk talk with an estate attorney, and having an inspirational meeting regarding past legacy donors. Tim Miller agreed to write an article for an upcoming newsletter. A discussion ensued regarding having a celebratory meeting, or having testimonials as part of stewardship, or inserting the brochure into the Sunday order of service. The discussion revealed that the timing of rolling this out is delicate as the stewardship campaign is also coming up, and we don’t want to flood the fellowship with requests – or even apparent requests – from potential donors. Discussed a kickoff in April as that would be between Celebration Sunday and before the annual meeting, and then do a subsequent chalk talk approximately two-three weeks later.

### **Stewardship Program**

Shona had thoughts about a theme and logo that would work well with upcoming service themes. There are approximately 5-6 members, with Sheryl Guy and Shona Jones as co-chairs.

### **Security**

Dennis Brown in attendance to discuss this issue. How do we help our congregation be safe, be aware, and address security as best we can within obvious budgetary and building constraints? Church Mutual has a set of resources, including three videos (30-45 min in length), that address these issues. Question was asked – how important do we think this

issue is? It was asked for Dennis to share his information. He stated that he went to the police station and spoke with Officer Dave Peterson and was impressed with their willingness to help. If there was an intruder, we would be the first responders. He stated that there is nothing too small or insignificant for them to respond to – they would like to be notified immediately with any concerns. Tom also shared the wisdom of keeping an “incident log” which could help us predict if an incident was to occur; this could red flag a pattern or tip off someone that has additional information. Discussed that the details of what we should do regarding security are probably beyond the Board’s expertise. Discussed it would probably be wise to see what policies are in place now and do an audit of our current procedures – such as locking the back door during services. Discussed talking about this at the next Leadership Council meeting to get additional input and options that exist as to “next steps.” This might be a good selling point for a building/campus renovation.

### **Leadership Council Agenda**

Allison is requesting time to discuss leadership and Lisa is requesting time to discuss faith formation with younger adults. Discussed Board reading Chapters 3 and 4 of the book “Breaking 200” – chapter 4 is “Finding the Right Leaders.” Becky and Julie will facilitate. Discussed that we might want to keep the evening’s theme focusing on leadership. First half hour – eat and watch video (about 20 min), half an hour of a follow-up activity, then have Allison...then possibly a security discussion/input period. Approximately 22 people showed up at the last council.

### **Process Observation**

Discussed consent agenda twice after we approved it. Several subjects were lengthy in discussion – such as Legacy Fund and security, issues involving philosophical issues. We had some technological issues regarding Skyping in the absent board member.

### **Upcoming Meetings:**

Deep Chair Meeting for January on Jan. 10<sup>th</sup> from 4 – 6 pm at Julie’s house.

Next Board Meeting is January 22<sup>nd</sup> from 4 – 6:30 pm.

UU Leadership Council will be January 24, 2019 from 5:30 – 7:30 pm in Bowman.

Becky and Teresa will be attending the Pacific West Leadership conference Jan 18-20<sup>th</sup> in Albuquerque.