

**Unitarian Universalist Fellowship of Durango Meeting Minutes**  
**February 26, 2019**

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

Opening words read by Julie. Covenant read by Julie. Check-in was done. Elizabeth is process observer.

**Consent Agenda**

Motion was made approve the consent agenda by Elizabeth, seconded by Mark. It was approved unanimously.

Public Comment - none.

**Vision of Ministry**

- The following chart represents the results of the Board’s February Deep Chair meeting and the added comments from this meeting:

<b>Priorities / Non-negotiables</b>	<b>Desirable Increases</b>
Mortgage	Music budget to stay legal (copyrights)
Insurance	At least 10% of operating budget donated to social action causes
UUA Contributions	Mid-year contingency reserve (back to \$5000 if possible)
All current salaries increase	Increase sexton hours
Increase Faith Formation budget to reflect level of current work	Pulpit costs due to upcoming sabbatical
Reduce MCF significantly <i>\$25 k TO \$20k to continue wean ourselves from depending on this for operating expenses</i>	Office supply budget \$~100 for Office Administrator professional membership
Utilities (\$2,000)	Communications budget
Keep childcare at \$10 K	Other committee needs (such as communications)

- Team leaders and Committee heads have been asked about their budgets and their needs; that information is pending. Paying off the mortgage is not currently being

considered in the budget, but could be as we get more information about whether or not we will do building expansion.

- As soon as we have the results of the Stewardship Campaign the Board will convene to make budget allocations using the priorities above.

### **Review of Ministries Update**

- Ken Rice represented the Task Force. They have met with each of the 5 ministry teams, about 34 people, 8 hours of feedback. The meetings generated a lot of quality feedback. They included a new member meeting with seven people.
- Information from the entire congregation has generated only 10 to 12 comments. It's been a challenge to get people to engage.
- Feedback from those that did engage was really good. But it's not a representative sample statistically, although Ken reported that there is good qualitative data that is very representative. The Board recommended inviting others who have not participated to a circle meeting in order to generate a broader base of feedback.
- Ken shared that the review task force will provide feedback on the process.
- Status: Task force will put together their report to be presented to the Board at the April Meeting.

### **Legacy Fund Committee Review**

- Tim Miller presented a one-and-a-half page review of potential areas to consider for boundaries on the use of legacy funds. The committee has been looking at samples of other legacy funds.
- Shoring up the annual budget is to be the lowest priority, especially in a healthy (growing) church. No more than 10%, for example, would be used for an operating budget need. Valid uses are existential emergencies, facility emergencies, a large social justice project, and a building or capital campaign. Possibly could count on 4% a year of the balance - which is approximately \$15,000.
- Tim reiterated the importance of educating people on the uses of fund money and how it operates.
- Overall board members expressed support for the 4% smooth distribution. The Board also agreed that people should be aware that there *can* be restricted gifts, but a specific allocation is discouraged. It is an issue of trust of future leaders to use donated funds wisely for their current needs as per Fund guidelines.
- The Board discussed whether sub funds could be a way to corral purpose driven donors - such as designating monies for a specific purpose such as social action. As an example - Wayne Clark suggests allocations such as 50% unrestricted, 30 % for building issues, and 20% for social action issues.
- The Board agreed that ownership of the Legacy Fund, in accordance with currently accepted best practice, should remain with the Board – not with a separate entity. This will require changes to the Bylaws as well as certain policies relevant to the use of the fund. One By-law discussed was to require that any loans taken out against the Fund exceeding \$50,000 should require a high bar for spending - such as  $\frac{2}{3}$  or  $\frac{3}{4}$  of the annual congregational vote required to allocate Legacy money.
- The Legacy Committee which will bring a detailed recommendation to the Board for the April 23 Meeting.

## **Facilities Planning Task Force Report**

- Mary Ocken and John Redemske updated the Board on the Task Force's progress and current plans.
- The FPTF is actively working with architect to finalize all the feedback, and get the two plans to be more apples-to-apples for comparative costs
- The two plans and the phases will be available in Bowman to be viewed by the Congregation by the end of March.
- More explanation of the costs and logistics of each plan will be presented in order to highlight differences between the plans.
- The Task Force will also convene a series of focus groups so preferences can be fleshed out in more detail for those interested.
- Members will be asked in each of these formats to express a preference and their reasons for that preference.
- All 4 stages of each plan have been made more comparable than in the initial iteration.
- The plans for both versions are designed in phases to provide a continuum of choices. So, if there is an agreement to move forward, the congregation could choose which or all of phases of the plan to build and also adjust the timing, depending on the results of the financial feasibility study.
- The next decision steps:
  1. Choose between contiguous and non-contiguous. Given the importance of this decision, the Board expressed a desire to allow for as much time as needed for people to give their input - both through looking at presentation boards with feedback cards, and with small groups. The hope is that there will be a clear choice. If not more work will have to be done. The Board discussed the possibility of holding a congregational vote to affirm the recommendation of the FPTF/Board's preferences based on all the feedback this process has generated.
  2. Decide whether to explore the willingness and ability to fund a capital campaign to fund all or part of the chosen potential expansion plan. Assuming there is agreement on which of the two plans best serves the needs of the Fellowship, the FPTF and Board will move to a process to determine how much we could afford and how strong is the desire to make that commitment. This is likely to involve contracting with an experienced capital campaign consultant to assist us in a financial feasibility study.

## **Nominating for Leadership Development Committee**

The Board unanimously approved the appointment of Kay Redford to the Leadership Development Committee to fill the remainder of Dennis Aronson's term.

## **Proposal for the expansion of the UUFD sanctuary**

- John Redemske proposed a renovation to expand the chancel area. The expansion proposed would accommodate the choir and meet the growing needs for worship space. It would be a capital improvement. There are options for how it could be funded, one of which is by using existing capital campaign monies. This work would advance a feature contained in the long-term planning under

Sanctuary Expansion. The renovation would be done during the two week Pine Song break in July using as much volunteer labor as possible.

- John emphasized acoustics would be improved. Design review would take storage needs into consideration, and there would be an extensive design review - probably by an ad hoc committee chosen by the Building and Grounds Committee. We would gain two windows.
- The Board agreed that the proposed benches are a desirable feature, especially since storage is a very important consideration.
- The Board observed that the chancel is not currently accessible to wheelchairs and any expansion plan should include ramp access.
- Motion was made by Elizabeth to accept the proposal. Julie seconded it, all were in favor.

### **Process Observation**

Elizabeth reported that we did quite well with respectful listening, we were focused, and we got into the weeds a couple of times - our most common fault - but we pulled ourselves back on-task. Good group participation with external input and questions.

### **Upcoming Meetings:**

Deep Chair Meeting for March 14th (Thursday) at Kathleen's

The next Board meeting was rescheduled from March 26<sup>th</sup> to March 19, 4-6 pm to accommodate those who would otherwise miss the meeting due to Spring Break.

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Celebration Sunday - March 17th  
UU GA in Spokane - June 19-23rd