

UUFC BOARD OF TRUSTEES
MINUTES FOR SEPTEMBER 11, 2017

Present: Craig Olbrich , Marcia Shaw , Carl English-Young, Kathy Kopczynski, Joan Rose, Virginia Shapiro, Kelley Kendall , Uta Hussong-Christian, Jen Akeroyd , John Bailey, Elona Meyer

Staff: Jill McAllister, Jean Gilbert, Jamie Petts, Elizabeth Sollie

Consent Agenda

It was decided that consent items will not be printed in future Board packets, because they are sent out ahead of time for our review. Because corrections were needed, the minutes drafted for August 14th were pulled as well. Kathy moved that the remaining consent items (financial reports) be accepted. Marcia seconded the motion, which carried unanimously.

After a clarification concerning the hiring responsibilities, point persons, and managerial roles for the men's shelter, which became part of the discussion under agenda item 2, Elona moved that the Minister's Report be accepted as written. Virginia seconded the motion, which carried unanimously.

In the minutes for August 14th, with assistance from Carl, the portion concerning the sale of the house to CZC were changed to read as follows:

- Because CZC and UUFC will be sharing the parking spaces, the City is considering the entire property in the permitting process (2.36 acres).
- There are approximately \$30,000 in added costs to the overall CZC temple project, mostly as a result of City planning and code requirements. Most of that cost is for improvements the CZC will make and pay for. CZC must provide a site plan. A tree protection plan is required. The property must be re-surveyed to establish a new property line.
- There will be some shared costs for required changes to meet current codes. For example, the landscape strip on Circle Blvd must be widened and the sidewalk moved. We will be responsible for the portion of the sidewalk (62%) that borders UUFC property; CZC will be responsible for the portion bordering the house they're purchasing (38%). The CZC will also pay for the needed "spur" to accommodate meet ADA requirements. If not made now, we will be required to make these changes to the sidewalk for our building project.
- A September 6th hearing date has been set with the City to consider CZC's proposal.
- The neighborhood and Corvallis in general will be notified of the Planning Commission hearing on the requested change of use for the house. Neighbors have had the opportunity to weigh in. Thus far the response has been minimal and positive. It was noted that neighborhood notification and an opportunity for neighbors to weigh in will be part of the UUFC building enhancement process as well.

With the above noted changes, Kathy moved that the minutes for August 14th be accepted as corrected. Uta seconded the motion, which carried unanimously.

Men's Shelter

In an extensive discussion concerning the men's shelter, a number of questions were addressed:

- The point persons will be Sean Collins (United Way), Brad Smith (Housing First), and Jill McAllister (UUFC).

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- The Steering Group will review and decide on policies for the shelter operations. Steering membership includes representatives from the Co-op, Corvallis Police Department, Benton Co. Health Department, First Methodist Church, Church of the Good Samaritan, Good Sam Hospital, Corvallis Housing First, Community Outreach, UUFC, and the Downtown Business Association. Jill and Sean Collins will facilitate meetings.
- Hiring of staff will follow UUFC procedures for temporary hires. Supervision of staff will be shared.
- UUFC will be the employer of record and will be responsible for hiring overall.
- Volunteers will be at the shelter nightly. Elizabeth Sollie will take responsibility for the training and orientation of UUFC shelter volunteers. Included in the training will be classism, mental illness, and stigmas. At the end of volunteering, people will have the opportunity to reflect on their work at the shelter.
- Roz Keeney and Sherrie Day will be volunteer coordinators.
- The shelter will be open November 1st through the end of March.
- We were advised that we will have adequate insurance coverage. This had been a concern.

It was noted that there is a meeting of the Steering Committee on September 14th, probably at the United Way office. Jen Akeroyd and Lorene Hales will be in attendance.

To provide fiduciary support to the shelter program, we need to establish a separate bank account and have the ability to sign checks and contracts in a timely manner. Jean Gilbert, Roberta Smith, and Carolyn Madsen will be authorized to sign contracts, and will keep the Board informed. Kathy moved that we accept the recommendations, Kelley seconded, and it carried unanimously.

Marcia, who serves on the Building Design Team, suggested that the lawyer reviewing contracts for the shelter program might be someone to review selected contracts for the building design project. We might want to establish a threshold for consultation; contracts exceeding the threshold would be reviewed. Discussion of a threshold and the decision to use Attorney Justin Wirth to review BD contracts will be placed on the agenda for October. Kelley will be meeting with the BDT this week and will discuss using Justin Wirth to review and provide advice on selected contracts.

It was recommended that we authorize Jean Gilbert to sign contracts for the BD project. Elona so moved. Marcia seconded the motion, which was approved unanimously.

Revenue Generation

We need to look at revenue generation in the same way we consider investments and day-to-day finances. The following considerations/suggestions were shared:

- Seek consultation on revenue generation. Russ Karow had agreed to reflect on issues we might anticipate, however the skill set and proclivities for revenue generation may not be the same as for investments or day-to-day finances. We need expertise in all three areas.
- How to operate our annual pledge drive, after the professionally-supported drive completed as part of the capital campaign.
- How do we increase our capacity to raise funds? Do we continue with our previous fund raisers? These include the Rummage Sale, the Holiday Bazaar, and the Services Auction. Each fund-raiser requires many

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volunteer hours; those coordinating each event have suffered burnout, often with no one to assume responsibilities waiting in the wings.

We are really talking about two different areas: 1) Transitioning to a volunteer pledge drive, and 2) new ways of generating revenue.

Marcia agreed to lead a discussion on revenue generating ideas. Jen and Kathy offered to assist. Jen offered to seek pro bono advice on revenue generation.

Virginia, Kathy, and Uta volunteered to meet and discuss the annual pledge drive.

Other Items

The Board was asked to consider items not addressed in August, including approval of financial statements, in addition to membership on the Investment, Nominating, and Personnel Committees. It was suggested that that executive council or selected subcommittee from the Board meet to discuss these primarily pro forma items, which could then be placed on the consent agenda.

The Nominating Committee slate was selected in the spring: Susan Christie, Rich Brainerd, Rachel Brinker, and Jamie Simmons. Members serve for one year. Uta agreed to serve as a Board Liaison to the Nominating Committee.

The Personnel Committee, while short one member, has been functioning well. Kathy Kopczynski serves as Board Liaison to this committee. Elona is Chair.

John serves on the Investment Committee as well as the Board. A Board Liaison is useful but not required according to the By Laws.

Board Goals

The Board addressed the goals suggested in the Minister's Report for August.

1. **Organizational Structure and Governance.** We will experiment this year with decision-making processes and explore options for Board selection and leadership. We will establish principles or standards to help us analyze and measure progress. Virginia, Kathy, and Marcia will outline decision-making processes for the Board which we initiated during a discussion during the Board Retreat on September 9th.
2. **Decision-Making on Key Issues.** We will address three critical areas:
 - * Congregation-wide goals addressing Climate Change
 - * Congregation-Wide goals addressing racism
 - * Building Renovation and expansion - finalize the plan, create a budget & timeline

While we have many people working on the climate and racial justice issues, this will be the first attempt to establish a Fellowship-wide commitment in those areas. The congregation has had many opportunities to weigh in on the Building Design project. We will experiment with the "Town Hall" format to increase participation and encourage input.

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3. **Replacing the By Laws.** A Task Force will explore legal requirements. These are out-of-date and many are more appropriately addressed in policies, which can undergo change as our membership expands and priorities shift. Any changes in the By Laws will require congregational approval.
4. **Redesigning the Annual Meeting.** Because our membership has expanded, the annual meeting is not an appropriate setting for consensus building—this needs to occur before we meet. Voting, when required, needs to be limited to issues and reports already familiar to congregants, with many opportunities for input ahead of the annual meeting. We may wish to consider changing the timing of the meeting as well as the format. We will also expand our annual meeting concept to embrace an acknowledgement of UUFC accomplishments.

It was suggested that we add a 5th goal: **Initiating discussion on the need for an assistant minister.** This is just to start the conversation; we are not planning on adding a line item in next year's budget.

Jill and Uta will work on developing a fuller statement of each goal. It was suggested that we list the goals underneath the agenda each month for easy reference.

Jen moved that we accept the five stated goals. Carl seconded the motion, which carried unanimously.

Other Items

Marcia noted that she is developing a statement on the proposed Town Halls for the newsletter. She requested that we send any suggestions or questions as soon as possible.

We had our picture taken for posting on the bulletin board. Kathy and John will work on name tags for the new members.

Craig asked for input on the agenda for October. Having items suggested now would make it easier to get the agenda out sooner. The following items were suggested:

- Consent items
- Assistant Minister Discussion (Kelley will research)
- Board agreement (covenant)
- BDT report (Soil report, etc.)
- Annual Pledge Campaign
- Where are we with our goals?
- Plans for House Sale Revenue
- Decision-making processes

House Sale Update

Because the CZC is changing their plans, the Hearing with the City was postponed. There is no new date set as yet. Carl is meeting with the CZC regarding the sales contract on September 18th.

Because there could be a limited time frame for re-investment before monies may be taxed, we need to decide on our plan for using, saving or re-investing money from the sale of the house.

Another question raised concerning the house sale: As a tax exempt organization, will we pay taxes on the money from the sale? We do pay property taxes. Clarification on taxes will be important.

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The Board meeting was adjourned. Our next meeting is scheduled for October 9th.