

UUFC Board of Trustees Meeting January 12, 2015

*Present: Carolyn Madsen (present representing Interim Treasurer Team), Judy Malouf, Beany Kunis, Jean Townes, Kyle Jansson, Jamie Simmons, Kathy Kopczynski, Linda Hardison, Monica Jacobson Tennesen, Marcia Shaw, Heather Emberson
Jill McAllister*

Meeting called to order at 7:06 pm.

Consent Agenda

- Items on Consent Agenda:
 - o Approve minutes of December meeting.
- Removed from Consent Agenda:
 - o Accept Financial Report
 - o Accept Minister's Report
 - o Accept Board Budget Goals for FY 2016
- Marcia Shaw moved, Kathy Kopczynski seconded that we approve the December minutes.
- Approved with none opposed.

Future Structures Task Force update

- Task Force is almost in place. John Bailey will chair; other members are Carl English-Young, Beany Kunis, Diana Vezmar-Bailey, Kelley Kendall, Chris Bentley, Jim Spain (who has not confirmed yet).
- Task Force will conduct evaluation, write up options, present preferred option(s) to Board.
- Monica Jacobson Tennesen will be leading the process group, which will include members of the Task Force and will facilitate sharing and conversation with the broader congregation.

Leadership Development Task Force update

- Next meeting planned for January 22nd.

Administrative Review Task Force update

- Task Force already has sufficient information to design Business Manager position.
- UUFC Bylaws review on membership section has been undertaken by Kyle Jansson.
- Organizational Chart review coming after Business Manager position is described.
- Council structure emerging: Justice Council recommendations are going to the Program Council soon, then to the Board; Program Council and LRE Council are currently extant. Will need to revise bylaws to accommodate change.
- Coordinating Council to be called together soon. Not a decision-making body; intended to share information and coordinate efforts between decision-making bodies.

Member Comments

- No member comments at this meeting.

Treasurer's Roles for next 6 months and beyond

- From Consent Agenda: *Accept Financial Report*
 - o Monica Jacobson Tennessen moved, Kathy Kopczynski seconded, that we accept the financial report.
 - o Approved with none opposed.
- *Appoint Interim Treasurer Team*
 - o Interim Treasurer Team: Carolyn Madsen, Russ Karow, Alan Mix, Claudia Keith. Team is reviewing balance sheets, discussing both content and presentation.
 - o Judy Malouf moved, Beany Kunis seconded that we appoint the Interim Treasurer Team.
 - o Appointed with none opposed.
- *Discussion of Treasurer's Role and Duties*
 - o To be the financial adviser to Board, and to communicate clearly, in layperson's terms, with the congregation about UUFC finances.
 - o Looking at Treasurer's duties flows into a review of our financial processes and Finance Team as well. Some of their tasks may become part of the Business Manager's responsibilities.
 - o Side discussion of financial audit of UUFC; delayed, currently planned to begin once the fiscal year ends on June 30, 2015.
 - o Need to have a job description for the Treasurer by the end of March so a new Treasurer can be nominated for 2015-16 church year. Interim Treasurer Team tasked with writing this.
- From Consent Agenda: *Accept Board Budget Goals for FY 2016*
 - o Following discussion, Board Budget Goals will be revised by Kyle Jansson, Kathy Kopczynski, and Linda Hardison for the February Board meeting.

Charitable and Educational Endowment for Social Justice

- Needed: process for the disbursement of funds, criteria for projects, a funding panel that makes decisions
- Marcia Shaw, Jean Townes and Jill McAllister will begin designing a process and panel. Will invite congregation members with experience on funding panels.

Draft bylaws change re membership

- Tabled until end of January. Draft changes to be discussed on January 26 at 7pm.
- No vote to be held on this until February meeting.

NonProfit Workshop Participation

- Workshop is on January 24. Kyle Jansson, Marcia Shaw, Kathy Kopczynski, and Linda Hardison will be attending.

General Assembly Leadership

- Planning to have several informational meetings for congregation members. Will ask previous GA attendees to host.
- Judy Malouf will investigate the cost of providing a bus to Portland for GA.

Items Removed from the Consent Agenda

- Remaining removed item is *Accept Minister's Report* - deferred to January 26th Board meeting.

Review of this meeting

Parking Lot

- Endowment policies need review and possibly revision.

Next meeting is January 26, 7 pm.

Meeting adjourned at 9:24 pm.