

UUFC BOARD OF TRUSTEES
MINUTES FOR APRIL 17, 2017

Present: Carl English-Young, Kyle Jansson, Linda Hardison, John Bailey, Kathy Kopczynski, Kelley Kendall, Joan Rose, Peter Sanford, Virginia Shapiro, Elona Meyer

Staff: Jill McAllister, Jean Gilbert

The consent agenda was reviewed, including the Financial Reports through March, minutes of March 13th Board meeting, and Policy 4.2: Emergency Closures. Policy 4.1: Access to UUFC Facilities was pulled for later discussion. John moved that we approve the items on the Consent Agenda; Kathy seconded the motion, which carried unanimously.

Minister's Report

Jill gave a verbal report to the Board:

- The Justice Forum (4-15-17) was well attended. There is a clear path for creating a task force, when interested congregants discover another area they wish to address.
- The Program Council is now the "Connections Council." The Connection Council will provide support and coordination for other councils/committees, including the Membership Committee, Over 65, Young Adults, etc.
- Other Council structures: Worship Council now includes the Music Committee, Admin Council includes Building & Grounds, and Religious Exploration.
- The last Leadership Dinner is scheduled for May 23rd. We're aiming to share a new graphic showing the relationships among our councils, committees and task forces.
- Content designed for a UUA Black Lives Matter Webinar will be incorporated in the May 7th service.
- It's time for our Fellowship to develop and implement a plan addressing anti-racism as a congregation. A Task Force could begin defining this work in the near future.
- It's time for us to address Climate Action as a congregation. We need a cohesive plan for this as well.
- Rachel Kohler is planning for a Summer Camp. There will be a (modest) revenue generating childcare program that will feature younger and older toddler play groups. Parent volunteers will provide some of the supervision. Rachel will coordinate activities for the older children.
- Jill will be attending a conference in Boston the first week in May.
- The GA (General Assembly) is in New Orleans, in June. Interested congregants and delegates can attend in person or virtually. GA sessions will be live streamed. At the GA, ministers celebrate reaching their 25th anniversary of service. Jill is considering whether to attend or simply celebrate here.

Sale of the House

CZC is continuing the process of revising and re-submitting their proposal to the city. CZC informed us that they will need to submit a plan approved by a certified arborist.

Financial Review Report

Treasurer Joan Rose summarized the recent Financial Review report, which shows solid accounting procedures in place at UUFC. Minor suggestions were made, which Joan will address; these included having the treasurer or designee provide reconciliation of cash receipts with the books on a scheduled basis. Joan is exploring non-cumbersome ways to ensure we meet requirements for two signatures on disbursements. Staff use of credit cards is going well overall; receipts are submitted promptly by most. We will address any needed improvements in this area.

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In addition, it is recommended that three months of expenses be set aside in our general budget, to cover any unforeseen events or emergencies. Other recommendations were provided in relation to tracking capital campaign funds:

- Have a separate account for capital campaign funds (We do.)
- Make sure procedures are in place for tracking long term pledges (ICON does this.)
- Set aside contingency funding.
- Cross train volunteers who work with various aspects of our finances

Joan will create specific recommendations based on the finding in the Review.

The Board should plan on a review every three years. Joan indicated that she will provide a summary of the Review in the newsletter, to inform the fellowship.

Annual Pledge Drive and Capital Campaign Report

John provided a current report on the Capital Campaign and annual pledges. 210 pledges are in; with 93 to go. We have a goal for \$390, 000 in annual pledges; we are currently at \$341,000 in pledges to date. We have 1.627 million in Capital Campaign pledges. It is estimated that we could exceed 1.75 million when all pledges are in. New members who have recently joined are interested in contributing toward the capital campaign.

The success of the capital campaign is due in no small part to Jeff Susor's support, which has been well worth the investment. We will express our gratitude for Jeff's work on our behalf with a gift from the Board.

Motion to Affirm the Building Enhancement Project at Annual Meeting

Carl indicated that we will need to include our 6 priorities for the building enhancement project into a motion for the annual meeting vote to affirm the project. We need be sure the priority for energy efficiency is included in the motion. Kyle moved that we adopt the motion, with the specified priorities, for the annual meeting. Joan seconded the motion, which carried unanimously.

Sanctuary Upgrades

Since the sanctuary flooring and other interior furnishings are not part of the architect's estimate, we will establish a task force to coherently address this area. The flooring for the sanctuary is estimated to cost \$10-12,000. The architects can be tapped for advice concerning the best flooring options, given our needs.

Build Design Team

We will want periodic information sharing between the congregation and the BDT as well as between the Board and BDT throughout the process.

Within the first year of the three year capital campaign and enhancement process, it's expected that we will accomplish the following steps:

- Code requirements will be fully clarified and a plan to meet them developed.
- All studies will have been completed (Seismic, soil, etc.)
- Estimates for costs for all work will be more refined.
- The architects will complete the building design

Business Manager, Jean Gilbert reviewed the Profit-Loss report for the Capital Campaign monies to date. (See Report) Treasurer Joan Rose noted that we are continuing to refine the format for displaying figures for the campaign and related spending. By July 1st, we will have current pledges and donations included in the statement.

Fellowship Climate Action Plan Task Force

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Jill noted that the time has come for Climate Action Plan for the Fellowship as a whole, with identifiable benchmarks. There could be a tie in with the building enhancement process. A Climate Justice Task Force could address short term goals. Laura Uhler was suggested as possible candidate for the task force. Carl indicated that Climate Action, including ideas for what might be accomplished and possible names for the Task Force would be on next month's agenda.

East Side Trees Task Force

We had a survey of the east side of our lot, which was registered with the county, but surveys can "expire," if much time has passed. Carl indicated that he will look into this matter.

The current condition of the cedar trees on the east side is not good. Five of these trees are scheduled to be cut down this week. We need to alert members through UU Announce.

John Bailey offered to work with Andrea Dailey on determining the best process for dealing with/removing remaining cedar trees, which are also in poor condition. We will let our neighbors know our plans for tree removal, as a courtesy. John and Andrea will ask for an estimate for the remaining trees when the five cedars are cut this week.

We will be working with the CZC regarding landscaping near the center. We could consider landscaping needs as we move forward with the sale of the house and the building enhancement process.

General Assembly Delegates

We need five delegates for the General Assembly in New Orleans in June, whether "virtual" or in person. Virtual attendees can expect to spend approximately 12 hours over three days. Linda will get the notice out and let congregants know deadlines for registering.

Removed Consent Agenda Item

We revisited the draft of policy 4.1: Access to UUFC Facilities. With minor changes in wording, John moved that the Access Policy be accepted as drafted. Kathy seconded the motion, which carried unanimously.

Clarification to Building Enhancement Meeting Information

At a later point, if and when a new sanctuary is built, the *combined* seating for the social hall *and* sanctuary will be 250. The new social hall, as conceived, will seat 128.

The new Climate Justice Task Force could address the issue of minimizing/eliminating the use of "fracked gas" in the building enhancement project with regards to the priority to maximize energy conservation.

Our next Board meeting is scheduled for May 1st.

The meeting was adjourned.