

UUFC BOARD OF TRUSTEES
MINUTES FOR OCTOBER 9, 2017

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

Absent: Kelley Kendall

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

Guests: Diana Vezmar-Bailey, Louise Ferrell

Diana Vezmar-Bailey updated the Board on the Care and Support Team activities, including training for team members, listening and other support provided, and trauma stewardship—the importance of caring for ourselves while serving others.

Agenda Adjustments

Carl noted that the agenda traditionally provided space for UUFC members to comment. Craig indicated that he will add it back on future agendas. Jamie indicated that this information will be in the guide and John offered to add this information to the UU Path Class agenda.

Carl also noted that there were three suggestions unaddressed from the previous meeting, as noted in the minutes: Do we want a lawyer to review contracts? Will the executive Committee take care of consent item decisions in advance, such as committee memberships? Are we going to list Board Goals at the bottom of the agendas? In relation to preliminary work on consent items, it was noted that we have not clarified who will serve as the “executive committee.”

Marcia asked about the current status for committee memberships. All standing committees have chairs and members, but not necessarily the number of members indicated in the bylaws. In addition, the liaisons specified in the bylaws are not in place in all cases, although most committees have Board members on them.

Consent Agenda

After adding the September Minutes to the consent agenda, John moved that all three consent items be accepted. Kathy seconded the motion, which carried unanimously.

Revenue from House Sale Discussion

Consideration for how to spend or invest revenue from the house sale was changed from a decision-making item to an “inform” item. Jill provided a handout outlining considerations for *how* to make the decision.

Carl provided an update on what is happening with the sale of the house. After the hearing for the change of use on November 1st, the CZC will begin paying us according to the agreed upon schedule. (\$1408/mo. For 23 years) Because we will be returning endowment funds invested for solar panels, the first 8 years of monthly payments will net us \$1072/mo. to invest or spend. Once the sale has closed, we will receive approximately \$30,000 down. At that point, will need to have a plan in place for investing and/or spending the revenue.

We will need to consider existing bylaws & policies that could affect our decisions regarding the revenue from the sale of the house. In addition, we will need advice concerning tax law and investment options in order to avoid any threats to our 501 status. Jean and Jen offered to support Jill in attaining pertinent information prior to our next discussion. John offered to talk to the Investment Committee regarding options for investments.

It was agreed that we will need a *facilitated* discussion, probably 40-60 minutes in length, to make a decision regarding revenue from the house sale.

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Board Decision Making Process

We considered the Draft of the Decision-Making Processes for the BOT 2017-18. We used a “fist to five” to express our support for the concepts within the draft. There were no objections to the phases of decision-making or modes of discussion. We will move ahead with the decision-making processes, as drafted, to be revisited as needed. To further clarify the modes of discussion, we will add examples to illustrate the modes listed: consent agenda votes, “casual” conversation, structured conversations, and very structured conversations. Robert’s Rules of Order will not be used to limit Board discussion but we do need clarity when there is a motion or proposal to be considered.

The draft provided a description of the roles of a facilitator which will not fall to the president by default. We will rotate facilitation roles. A facilitator is needed for agenda items requiring discussion before a decision is made, not for all agenda items.

It is important that we receive information far enough ahead to make informed decisions, within the consent agenda and any decision-making process included on the agenda.

Marcia noted that the up-and-coming town halls will be an opportunity to try out some facilitation strategies.

Approval of Annual Minutes

The minutes of the Annual meeting were reviewed and discussed. There were varying ideas concerning the building design project: some want a larger building, a few want no new construction, and most congregants supported the building enhancements presented in the conceptual phase and pledged accordingly. There was an affirmation at the annual meeting that we move ahead with the building enhancement project, as described, with a “friendly amendment” specifying that there would be an opportunity for people to provide input on the final design. “Providing input” should not be construed as starting the decision-making process from the beginning. It was moved and seconded that the minutes be accepted as written, which was approved unanimously.

Shared Commitment Agreement

We addressed the “shared commitment” generated from our discussion at the Board Retreat in September. (See Commitment.) We agreed on strategies to ensure that participation in meetings is “active, full, and focused.” We concurred that we will build trust and create opportunities to connect more deeply. We further agreed on practices to ensure adequate preparation and organization for optimal decision-making. Jen proposed that we accept the shared commitment as written. Marcia asked if there were any objections. There were none.

Revenue Generation and Annual Pledge Drive

We briefly discussed ideas and issues related to revenue generation.

- How do people *feel* about being “pledged?” Pledges are the largest source of revenue.
- Who has expertise in revenue generation? Jen talked with Jeff Susor who is checking with people knowledgeable in this area. She will share information at our next meeting.
- Do we need pro bono assistance?
- What about crowd-funding on UUA?

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- Can we pursue grant opportunities? (The EPA gave \$30,000 to a Florida non-profit working on racism.)
- How do we encourage new approaches rather than depending on old methods for fund-raising?
- What strategies have we been using for the rummage sale (etc.)? Can our strategies be updated?
- What are we charging/could we charge for programs, rentals, and services? (OWL, COA, room rentals)
- Would congregants be interested in offering Bed and Breakfasts, with the proceeds going to UUFC?
- Can we expand planned giving?

Kathy offered to assist with facilitation in the first hall, on revenue generation and the pledge drive, which is scheduled in two weeks. To attract people to the town hall, it was suggested that we offer great food and make sure the event is marketed properly. Kathy and Virginia will work on marketing strategies.

Board Review of Contracts

Proposed policy for Board review of contracts was discussed. A number of issues were raised:

- We will not want to hold up work on the building enhancements because we have not established an adequate process for reviewing and signing contracts.
- A monetary limit cannot be the only consideration when triggering a fuller review. We will have acceptable and customary large-sized contracts within the building enhancement project.
- Having an upper limit when it comes to consultants' services could be important.
- A legal review of given contracts will not necessarily address our needs. We may need to seek expertise specific to our situation, quite aside from the legality of a contract.
- We will need to make sure review and signatures occur in a timely manner when we are meeting a given timeline for construction.
- Approval/review by the BDT could be a precursor for preauthorization for building enhancement contracts.
- A preauthorization process makes sense, but we need more information to establish our procedures.
- It makes sense to consider a three-person review, without full Board involvement for many contracts. For example, the Board president, Treasurer, and Business Manager could be designated to act on contracts, possibly with Chief of Staff oversight.

It was noted that it's important to consider *which* contracts we're talking about when we're deciding on procedures for handling contracts. We will need to come back to this policy discussion. It was agreed that we have time for further discussion. We need to aim for establishing a policy by the first of the year.

Board Meeting Facilitation

Virginia suggested that we need a team of facilitators to assist with selected Board agenda items. Joan, Kathy, and Marcia volunteered to work with Virginia on facilitation.

Board Goals Tracking Document

Uta recapped our major goals and noted that we have yet to specify *how* we're going to go about achieving our goals. Our town halls will help us address selected goals: anti-racism, climate change, and getting input on the Building Design Plan. We are aiming for an overhaul of our bylaws and establishing a process for attaining

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an assistant minister. We will need a task force to define the actions needed to accomplish each goal. Uta has established goal-tracking through the google doc link. We can contribute ideas and comment on our work in progress.

Louise Ferrell shared that the “town hall” idea is wonderful.

Kathy noted that we’re looking for goals addressing racism and climate change that are different from what we’re already doing.

Communication Plan

Carl, Jamie, and shared the following information.

- Getting messages out to the congregation is essential. UU Announce and UU Discuss are making a difference. The newly formatted weekly newsletter is the preferred source for many.
- All Board-related news needs to be in one section. We need to tie updates back to Board goals.
- Minutes need to be posted promptly in the “file cabinet” on our web site.
- Social media is key, especially for members active on Twitter and Facebook.
- Posting bulletins and news on the main bulletin board by the name tags will be a better location than in the social hall.
- Sharing Board updates with leadership is important. Leadership suppers and the Connecting Council can provide opportunities for exchanging essential information.
- Prompt communication with stakeholders affected by decisions is critical. Identifying members of stakeholder groups with whom we can communicate would be helpful.
- More avenues for communication are being identified

We thanked our Church Operations Manager, Jamie Petts, for her work on updating the newsletter format.

Craig asked for input on the agenda for November. Agenda Items are needed by November 1st to allow sufficient time for related information to be received and read ahead of our meeting.

A training session on using google drive/google docs was suggested & scheduled to take place prior to our Board meeting on November 13th.

The Board meeting was adjourned at 9 PM.