

**UUFC BOARD OF TRUSTEES  
MINUTES FOR NOVEMBER 14, 2016**

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Present: Carl English-Young, Kyle Jansson, John Bailey, Heather Emberson, Kathy Kopczynski, Joan Rose, Peter Sanford, Virginia Shapiro, Elona Meyer

Absent: Linda Hardison , Kelley Kendall

Staff: Jill McAllister, Elizabeth Sollie

Guests: Russ Karow

Carl requested consideration for the following Consent Agenda Items:

- Financial Reports for October 2016
- Minutes of October 10th meeting
- Minister's Report for November 2016
- Approval of Jack Elder as Chair of Investment Committee
- Approval of Letter of Agreement with Business Manager Jean Gilbert
- Approval of Letter of Agreement with RE Associate Rachel Kohler

Carl moved that we approve all consent items. Kathy seconded the motion, which carried unanimously.

Carl announced that we are invited to co-host the Pacific Northwest Conference, scheduled for Saturday, February 25<sup>th</sup> in Eugene. The conference will feature workshops, worship, and music. We will be providing "radical hospitality" for those attending. Linda Hardison is organizing the radical hospitality group. She will be in touch with Rev. Morris regarding details.

Carl directed our attention to the 2016-17 Board Tickler Calendar. The following aspects of the tickler calendar were discussed:

- In general, we are in alignment with our calendar.
- The committee chair and Board representative for the Personnel Committee were in place as of August; however, the committee remains short one member.
- Budget Request forms are to go out to committees for the FY 18. Jean will monitor Committee Budget allocations.
- In December, we are scheduled to determine the minimum membership financial contribution. We may wish to revisit the practice of establishing a minimum contribution in the light of recent information received in the 360 Leadership Seminar, which suggested that no minimum be identified.
- The approval of the processes and goals for the FY 18 budget is also scheduled for December; Carl suggested that we may want to further define what those processes are.
- This year, stewardship will be overseen by a professional (Jeff Susor). Jeff Susor will meet with the Board in December.
- The Tickler Calendar is generic and does not currently include the elements of our capital campaign, which have been well-outlined by our consultant (Jeff Susor). Kathy suggested that we might want to add the Capital campaign components to our Tickler Calendar, to have to have it all in one place; John offered to take on that task.

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Carl noted that we are actively addressing Board goals; the building enhancement process appears to be going well. It was noted that

- At our December 11<sup>th</sup> meeting, we will not have a detailed plan for the enhancements. Peter noted that process for deciding on the details will be demonstrated.
- The building committee saw three plans sketched. All plans remain conceptual until we know what we have to spend.
- It will be essential that accurate, complete information go out for the capital campaign. Capital Campaign posters will be posted. A second mailer has been sent out.
- We are on track for a congregational vote by May.

In relation to the Board Goal to promote a “congregation-wide understanding and embracing of shared ministry,” Jill McAllister noted that the 360 Leadership Seminars are supporting us in achieving this goal. In addition, the Councils are evolving well. She also noted that our mission increased in its importance with the presidential election. It’s important to connect with people, that they know why they’re coming here.

Enhancing the congregation’s ability to meet its mission is a major goal. Carl noted that a large part of our work to achieve our mission is done through the councils. The Coordinating Council and the Board should review council structure. Policy does not say how we should work through the Councils. To effectively support their work, it’s important for the Board to know how the councils are doing, (without getting into micro-management). The question is, how to best attain information without putting undue burden on councils? We will come back to this question.

In relation to council structure and function, Jill noted that (for example)

- The RE Council is currently ad hoc but this is working well at this point.
- The Program Council is in flux. Rachel Houtman, Council chair, is able to articulate where the Council is at present. There is movement.
- The Finance Council is working well.
- The Justice Council is facing some challenges; however, leaders know where they are going.

The 360 Leadership Seminars will help us develop our council structure and function; it’s possible that council leaders will have the opportunity to receive tailored support through the 360 program. Who makes what decision is crucial. Councils need to feel they have the authority to make decisions within the scope of their work. Structures need to be adaptable to changing needs.

Carl asked Russ Karow to share his initial work on developing a Financial Policy Guide. Russ explained that he researched guides developed by other churches as well as resources offered by the UUA. The goal is to bring policies addressing finance to one place. It needs to be clear who opens and closes accounts, who runs cash collections, who works with endowments and by what process. We’re a 503c organization. What are the implications if we venture into politics? We want the guide to

- Codify things
- Encourage best practices
- Provide essential policies and related information in one place

Kyle noted that Board approval is needed for fundamental policy statements; our approval would not be needed for procedures. Heather further noted that we need policies that will guide those doing the hands-on work. Joan will continue working with Russ and the Board on Financial policy development.

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Russ sent us copies of two sample guides that have provided helpful information. John Bailey asked what Russ will need to continue developing the Financial Policy Guide. Kyle invited Russ to brainstorm with him as the work on the guide continues. Kyle noted that our financial understandings have come a long way.

Carl suggested that we move up the "Church Check Up Vs Audit" item, to permit Russ to remain during this discussion. Joan noted that

- The review (check-up) will help us with our capital campaign.
- We are engaging a CPA for the Check Up.
- The estimated cost for the check-up/review is \$2500. (Carl noted that we budgeted up to \$6000.)
- The review is to be done by December 31<sup>st</sup>, in time for the capital campaign.

Russ noted that other churches often conduct internal audits for each of three years before having an external audit. He looks forward to using what is learned from the check-up/review process to inform our finance work.

Carl thanked Joan and Russ for their work.

Because the Review process for the "Check-Up" will cost less than anticipated, Carl suggested that we could use this difference to finance the 360 Webinars. Kyle noted that the Board also has a discretionary fund for this purpose. Carl called for a decision on funding the 360 Webinar Leadership series from the Board discretionary fund. Elona moved and John seconded the motion to fund the series. The motion passed unanimously.

Carl then opened the discussion concerning the ordination of Leslie Chartier. Jill noted that Leslie has met the requirements. She further noted that only a congregation can ordain. The ordination ceremony will be at the Methodist Church on July 16<sup>th</sup>. Because we sponsored Leslie, it makes sense that that we would decide in favor of her ordination. Leslie is interested in a chaplaincy. Carl called for a vote on the ordination of Leslie. Heather so moved; Peter seconded the motion, which carried unanimously. We will find out what help is needed to put together the event in July.

Carl opened the discussion concerning the congregational meeting to vote on the 10 foot extension of the property to be sold to the Corvallis Zen Center. It was noted that we will need a quorum present (at least 40 % of our members) and at least 2/3 of those will need to be in favor for the extension to be approved. It was decided that we will

- Open the meeting after the first service, allowing those attending the early service to cast their vote soon thereafter. Close the meeting after the votes are cast by those attending the second service.
- Precede the vote with a brief presentation of the motion to be voted on. If there is a need for discussion, the time should be limited; for those needing more information time and space should be set aside separate from those who are ready to cast their vote. Because Carl will not be present on the 20<sup>th</sup>, Kyle offered to preside.
- Members will be able to sign in to vote as they enter each service. If needed, we can bring clipboards inside the sanctuary after each service to allow additional members to sign in.
- Provide information on the vote well ahead and often; use multiple formats to inform folks, including the weekly bulletin, on twitter, and by UU announce. Jill offered to write the UU Announce statement.

As Secretary of the Board, Kathy agreed to organize the list of members eligible to vote and set up the ballots with the correct language. Kyle will draft the brief script and send it out to the Board for feedback. Virginia will assist during the meeting.

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Kyle motioned that we affirm the plans for a congregational meeting on November 20<sup>th</sup>, to vote on the land extension in the sale of property to CZC. Kathy seconded the motion, which carried unanimously.

Carl opened the discussion on the Justice Council Procedures. The Justice Council has proposed procedures to be followed when determining which actions should be considered UUFC sponsored justice work.

The proposed approval process requires that the applicant

- Identify 5 church members (or more) who are in support of the work and will participate in it.
- Show how the work serves our principles
- Commit for one year

The Justice Council will vet applications. How to best keep the Board informed of justice work was briefly discussed; as Virginia suggested, we will come back to this issue at a later point. In support of the Justice Council's willingness to take initiative and the desire to expand participation in justice work as a shared ministry, it was felt that we want to immediately communicate our approval of the procedures suggested. Carl will communicate with the Justice Council leaders, letting them know to move ahead with the new procedures.

Later, when we discuss options for staying informed regarding Justice and other Council work, we can consider several suggestions made: meet with or hear back from the Coordinating Council quarterly, have a Board member serve as a liaison on each Council, and/or ask for a report from each council on a monthly (or other) basis.

It was noted that we need agreement on what term(s) we are using for groups implementing the multifaceted work of our mission. We noticed that we are not consistent in our terminology. When is a group a "council," a "committee," or a "task force?" John offered to research the terminology.

It was also noted that in the event that the Board is asked to endorse particular work, with a letter signed by the Board President, a formal decision will need to be made by the Board. Board approval may also be needed for activities requiring funding. To effectively support the work of our councils, we need to be informed in some manner; however, that does not mean we will be involved in decisions or provide approval before actions are taken. We want our involvement to be at the policy level.

The Investment Committee Proposal was next considered. John noted that we have already received some funds to be used in our capital campaign. Rather than have this money remain stagnant, earning very little, the Investment Committee suggests that this money be invested in a CD earning a higher rate of interest.

Kyle asked about the guidelines for such an investment; John indicated that guidelines specify no tolerance for loss.

Carl asked if we had sufficient funds set aside for the building enhancement process this year; John noted that \$100,000 has been budgeted for use this year.

Because we are talking about a CD investment of approximately 250K, Board approval is required. Virginia moved that the Investment Committee Proposal be approved. Joan seconded the motion, which carried unanimously.

It was noted that a policy for investment should be developed. John will work on developing such a policy.

After a brief executive session, the meeting was adjourned.