

UUFC BOARD OF TRUSTEES MINUTES FOR MAY 1, 2017

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

Staff: Elizabeth Sollie, Jean Gilbert

Absent: Peter Sanford, Jill McAllister

Consent Agenda

The Financial Statement for April will come at a later time and the minister's report is currently unavailable, because the minister's flight was delayed. The minutes for April 17th were unanimously approved.

Announcements, Correspondence, and Other Communication

- For the Board meeting scheduled for June 12th, Board members agreed to handle set up (John), a reading (Joan), snacks (Elona), and take down (Kathy).
- There is a Board meeting scheduled for July 10th.
- The next Leadership Meeting is scheduled for Tuesday, May 23rd, 6-7:30. At least three board members will be able to attend.
- For the Informational Meetings scheduled for May 7th, we have a revised version of the six priorities handout.
- The six priorities for the BEP and information on the 2017-18 budget will be provided through UU Announce.
- We could provide an opportunity for congregants to review and respond to the proposed 2017-18 budget by scheduling a meeting after the second service on May 14th.
- We have preliminary plans for celebrating Jill's 25th year in the ministry, with a potluck dinner and dessert. Board discretionary funds will be used to fund the event.

Budget for 2017-18

The budget was fully analyzed by the budget committee previously. It was noted that

- As in past years, we will have an initial, planned "deficit". Expected deficit for the initial 2017-18 budget is \$31,000.
- A 3% COLA for staff is reflected in the proposed budget.
- Because committees have typically underspent, committees were budgeted at a slightly lower level.
- The sale of the house is not yet complete. The proposed budget will be adjusted when the sale closes. Income from the house sale will go to the operating budget, until it is decided how to direct the funds.
- We have budgeted for an expected \$390,000 in pledges for the operating budget. Jeff Susor has indicated that we may receive as much as \$407,000 in pledges for the operating budget.

It was determined that we have sufficient information and will not need further review before approving the proposed budget. Kelley moved that the proposed 2017-18 budget be accepted as written. John seconded the motion, which carried unanimously.

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Annual Draw from the Endowment

John reported that the Investment Committee met and discussed the annual draw from the endowment fund which has generally been about 5% of the operating budget or about \$27,000. The Investment Committee suggests that the draw be limited to 4% *or less* in future, allowing a larger amount of the endowment funds to continue earning, rather than being diverted, as the funds are often not used once transferred.

John indicated that the Investment Committee could draft the policy for withdrawals from the endowment funds for the 2018-19 year. Jean Gilbert noted that the calculations are not as simple as they appear, because they are based on a “rolling 13 quarters.”

John indicated that the Board could re-consider where money is invested. For example, the investment committee could be instructed to place money in CDs or into higher return investments. The current arrangements are working well; it was suggested that we make no changes at this time.

Building Expansion Budget

We need approval for the BEP budget for the coming year.

With input from the BDT, Carl will refine the specific figures for each component of the 2017-18 BEP budget, for a total of \$600,000. Any money unspent would be rolled over to the next year. It was noted that capital campaign monies will be kept separate from general operating funds.

Virginia moved that we approve the \$600,000 BEP budget for 2017-18. Kathy seconded the motion, which was approved unanimously.

Revision of Policy 3.11: Loan Funds for Justice Projects

After considerable discussion, further refinements may be needed, particularly in relation to Policy 3.4, which allows donors to specify where they want donations directed. Limiting the contract between the borrower and UUFC to “one year or less” was considered wise. With the current revisions, UUFC can decide to re-loan after a year or to redirect the funds. However, there are Memorandums of Understanding (MOUs) which could affect policy interpretations; we need to take a closer look at existing MOUs to clarify where we are with needed revisions. Carl and Russ Karow will consider further refinements of Policy 3.11 and bring back their suggestions to the Board.

Annual Congregational Meeting Agenda & Nominating Committee Slate

We reviewed the suggested agenda for the Annual Congregational Meeting, scheduled for May 21st. We are adding the adoption of the 2017-18 BEP budget to the agenda. For agenda item 3, it was noted that the nominating committee has an adequate number of board members nominated for the coming year; however, a president and vice president have not been slated to date. Within existing bylaws, the Board can take executive actions as needed.

Carl asked the Board to anticipate possible questions congregants may have concerning BEP priorities, the BEP budget, and/or the operating budget. The following possible questions were raised, with Carl’s responses noted:

- **What’s happening with the sale of the house? What’s happened to the rental income? Where will the money from the sale of the house go?** Carl shared that the establishment of a temple within an interfaith community is in alignment with our mission and was why we decided to move ahead with the sale. He further noted that the house was not in inhabitable condition; CZC is sharing the costs for repairs.

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Currently we do not have rental income; however, the opportunity to provide housing for Blaise honors our mission as well.

- **Should the Engineers' analyses be done before embarking on the capital campaign?** It was noted that typically one invests in structural analysis when there is a commitment to build.
- **Will solar panels be a priority?** Yes. Energy efficiency is an important priority, and solar panels are part of that. If there are insufficient funds from the capital campaign pledges to pay for the solar panels, we will be looking at creative funding to make them happen sometime thereafter. The design concept makes the installation of solar panels possible, whenever funds are available.

Our next Board meeting is scheduled for June 12th.

The meeting was adjourned.