

# UUFC Board of Trustees

## September 12, 2016

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

**Absent:** Linda Hardison

**Staff:** Jill McAllister, Elizabeth Sollie, Jamie Petts, Jean Gilbert, Rachel Kohler

**Guests:** Louise Ferrell

Before the meeting started, Mina Carson photographed the board members for the website. Carl opened the meeting with a brief reading and check in.

### **Consent Agenda**

- Accepted the Minutes of the August 22 Board Meeting
- Financial Reports ending June 2016

Kyle motioned to accept, Kathy seconded the motion, and it was approved unanimously.

Carl briefly reviewed the agenda and noted that we would hear the minister's report later in the meeting; it had not been included in the Consent items. As part of that report, we will have the opportunity to consider recommendations for adding new members to the Committee on Ministry.

### **Announcements and Other Communications**

The Architect's workshop scheduled for September 25<sup>th</sup> will start at 12:30, not 1:30, as previously stated.

### **Introductions**

Elizabeth Sollie, intern minister, and Rachel Kohler, RE associate were briefly introduced to the Board.

### **Board Goals for 2016-17**

Carl noted that the questions generated at the 9-11-16 Board seminar could have some bearing on our goals for the coming year. Our development as a Board development could be included among our goals.

Carl posted our questions from the seminar for our consideration. Further questions related to the Board's role were noted:

- If items are listed on our Tickler Calendar, do we consistently check the calendar? Are the items noted a priority? Do we need to update our list?
- Should our attention be more on the long view or on the matters at hand? What is the appropriate balance?
- Are we leaders, advocates, and/or a resource for the congregation? If interacting with the congregation is a goal, is the priority to be proactive or receptive or both?
- If we are to "generative," as noted in the seminar, what could this mean for us?

Heather noted that it is important for Board members to identify ways for people to participate. Part of our job is to reach out. As Jill as noted, pay attention to the people with green tags (our guests).

It was further noted that, perhaps as part of our strategic mode, we need to set an example during pledging. We need to step up and acknowledge that "I've pledged, and here is why that's important for me."

Kyle noted that communicating with the congregation is essential. Kathy concurred, noting that it's really part of each mode: fiduciary, strategic, and generative.

The following issues were raised in our discussion of Board priorities:

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- Kelley noted that some people find the annual meeting contentious and do not enjoy attending.
- Heather noted that Jill has recommended that we have meetings or other events in advance of the Annual Meeting to address items that require greater involvement from the congregation.
- Carl indicated that we may need to get creative. Sometimes, only a handful of people show up at meetings.
- There are many model for meetings, Virginia noted. Perhaps we need to revisit communication— how we disseminate information. People say they don't read newsletters; maybe newsletters aren't the best mode.

Carl concurred and noted that how we engage the congregation was a key question for us. He also noted the challenge of addressing immediate matters while maintaining the long view.

Kyle acknowledged that it isn't really an either-or question. We need to take the long view, but within that view address immediate matters.

Carl suggested that we keep these questions in mind as we consider our goals for the year. A draft of Board Goals for 2016-17 were reviewed and discussed. The questions before us include: Which goals do we wish to retain for continued work? Which need to be rephrased? Do any goals need to be dropped or added?

Kyle suggested that it would be helpful to know the minister's priorities before determining our goals.

Jill then noted the theme for this year; this is to be a "brave" year. We're facing a capital campaign as well as the process for determining our building enhancement design. Meanwhile, we are continuing and expanding our efforts to address needed social change, including antiracism, antidiscrimination, and climate justice. Some ministerial goals include staff integration and support and the development of new leadership in our fellowship. In support of this work, updating our bylaws and council structure would be helpful.

Kyle noted that work on the Bylaws has been suggested previously as well as currently. Jill suggested that we make this a goal. We could take a look at work done on Bylaws by the Past Presidents Council, before taking our first stab at drafting revisions.

Heather suggested that we take another look at our goals, from a generative point of view.

Carl asked Jill about formulating goals in support of the work on antiracism and climate justice; Jill agreed that this would be an excellent idea.

Kathy noted that in goal 2 d of the draft of Board goals, Jamie Petts, Church Operations Manager, is taking care of the "Participants' Guide to UUFC."

Elona noted that the remaining portion of goal 2 d, "promoting participation in the life and governance of the congregation" could remain a Board goal.

It was noted that such of the work slated for 2016-17 is part of shared ministry, including building enhancement, the Council structure, and the social action work.

Kyle suggested that we have a task force to rework our Board Goals draft to reflect suggestions made and questions raised.

Carl concurred and asked for volunteers to rework our goals statement and bring it back for discussion at the next meeting.

Kelley suggested that the new draft be sent to Board members two weeks prior to our next meeting to give us time to think about it.

Carl, Kelley, and Heather volunteered for the task force to revise our 2016-17 goals.

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### Goals for Capital Campaign

Carl noted that it's helpful for the architects to have a figure in mind when embarking on the planning process with the congregation.

Elona asked if the initial goal needed to be set before our first meeting open to the congregation, set for September 25<sup>th</sup>. Perhaps questions, concerns, and/or the level of support for various building enhancement options would cause us to adjust our goals, up or down.

Virginia noted that it's important to base the goal on "fact," and sticking to the \$1.5 million over three years, as suggested in the feasibility report seems most reasonable.

It was noted that we aren't dealing with "fact" until the actual capital campaign is underway.

Carl explained that the architect will provide several options within and probably beyond whatever figure we give him.

Heather moved that we accept a preliminary goal of \$1.5 million over three years as our preliminary goal for the capital campaign.

Virginia seconded the motion, which carried unanimously.

### Member Comments

Carl suggested that we adjust the order of the agenda slightly to allow Louise Ferrell to comment.

Louise Ferrell noted that "ministry" tends to be internal, while social action tends to be external. When the Board sets goals, we need to keep in mind those who desire action as well as those who focus on personal thinking. There are people who feel strongly that all monies raised should go to social action, not to the building enhancement efforts. Louise wanted us to be aware of this, as we set capital campaign goals.

Jill acknowledged that this is true; she is aware of several outspoken members who feel this way.

### Firearms Policy

Carl thanked Heather and Kyle for their work on drafting a firearms policy.

Heather reviewed each of the three options listed.

After some discussion, John suggested that we go with option #3, which basically limits arms to law enforcement officers, including officers hired to provide security such as Beit Am is doing we part of their rental agreement. Option #3 includes the following components:

- Purpose:** To make UUFC building and grounds peaceful, safe and secure
- Definitions:** "Weapons" include firearms & knives with a blade length of 3" or longer intended to inflict harm
- General prohibition:** No weapons within all of our owned or leased properties & parking lots. (Includes all members, private citizens, and staff, including those with weapons permits)
- Enforcement:** Anyone observed with a weapon will be asked to remove it from UUFC properties. A failure to comply will result in police notification.
- Exceptions:** Renters may engage the services of event security at their own cost, with proof of indemnification prior to the event. Security guards may not carry firearms on the UUFC premises or facilities, with the exception of law enforcement officers contracted to provide security.

Because it is a policy change, Carl noted that the third option will be brought to the Board for a second reading in our next meeting. The only revision suggested was to drop "on-duty" from the law enforcement officer exception, because it was recognized that officers, whether on or off duty, remain official in status.

### Council Structure Revision

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Suggested revisions to the Council Structure (attached) were briefly reviewed. The only change suggested in the draft was to replace “consist” with “include,” to allow flexibility in Finance Council membership.

Because it is a policy change, Carl noted that there will be a second reading of the Council Structure policy at the next meeting.

After a brief discussion, it was determined that Jamie Petts, Church Operations Manager, will retain master copies. Kyle will send the flash drive to Jamie.

### **Minister’s Report/Recommendation for the Committee on Ministry**

Jill briefly highlighted key elements of her report; the Board reviewed additions for the Committee on Ministry: Marla Karow, Susan Breckenridge, and Kim Henry. It was moved and seconded that the new members for the Committee on Ministry be approved. The motion carried unanimously.

Jill noted that she has provided a script for Board members to use when taking their turn welcoming the congregation on Sundays. She recommended that we become familiar with the required components but rely on our own wording. Taking a turn welcoming is encouraged, but not required.

Carl noted that we have not accepted the Minister’s report as yet. Kyle moved to accept, Peter seconded, and was carried unanimously, with one minor correction. The October Leadership meeting is the 17<sup>th</sup>, not the 19<sup>th</sup>.

### **Finance Council Recommendation on 3rd Party Audit/Review**

Carl noted that Joan Rose has done some homework for us concerning option for an audit prior to our capital campaign. Joan noted that she has a list of possible firms that could provide a review. She indicated that February start date for the capital campaign gives ample time for the type of audit we need.

Kyle suggested that it would be useful to have the audit underway by November, with the goal of a 3<sup>rd</sup> party report by January 1.

Jill shared that the “third party” review could be provided through a peer exchange with another church; Jim Key suggests such an arrangement for fellowships our size.

Carl suggested that Joan work with Kyle to determine the questions we have for the auditor, which will shape the depth and breadth of the auditing process.

It was noted that the review will provide affirmation of our bottom line prior to the capital campaign. It was further noted that auditors will not be focusing on line-item designations; how we categorize or name budgeted items does not affect the bottom line, and would not be scrutinized by auditors unless requested.

Joan noted that she will be offering Financial Statements “101” at our next meeting; we are encouraged to bring any questions we have.

### **Board Member Feedback**

Carl requested that Board members evaluate the meeting to assist him in determining the length of agendas and our process for addressing agenda items.

Louise Ferrell suggested that members let the President know when they have input for the Board.

Joan volunteered that the discussion on Board Goals was circuitous and slow. Are we carving out something new or bringing previous goals forward?

Virginia suggested that we perhaps needed some prefacing to shape our purpose for the goals discussion. What are we actually talking about, aiming for?

Virginia asked about Louise’s suggestion that selected congregants are feeling that their concerns and priorities for strong social action are not being addressed.

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Jill noted that we have always had this dynamic. The Justice Council has as its mission to create ways to engage the congregation in social action. It may be slow-going at times, but progress is being made. Heather noted that it was a good meeting.