

## **UUFC Board of Trustees Meeting January 12, 2015**

*Present: Carolyn Madsen (present representing Interim Treasurer Team), Judy Malouf, Beany Kunis, Jean Townes, Kyle Jansson, Jamie Simmons, Kathy Kopczynski, Linda Hardison, Monica Jacobson Tennesen, Marcia Shaw, Heather Emberson  
Jill McAllister*

*Meeting called to order at 7:06 pm.*

### **Consent Agenda**

- Items on Consent Agenda:
  - o Approve minutes of December meeting.
- Removed from Consent Agenda:
  - o Accept Financial Report
  - o Accept Minister's Report
  - o Accept Board Budget Goals for FY 2016
- Marcia Shaw moved, Kathy Kopczynski seconded that we approve the December minutes.
- Approved with none opposed.

### **Future Structures Task Force update**

- Task Force is almost in place. John Bailey will chair; other members are Carl English-Young, Beany Kunis, Diana Vezmar-Bailey, Kelley Kendall, Chris Bentley, Jim Spain (who has not confirmed yet).
- Task Force will conduct evaluation, write up options, present preferred option(s) to Board.
- Monica Jacobson Tennesen will be leading the process group, which will include members of the Task Force and will facilitate sharing and conversation with the broader congregation.

### **Leadership Development Task Force update**

- Next meeting planned for January 22nd.

### **Administrative Review Task Force update**

- Task Force already has sufficient information to design Business Manager position.
- UUFC Bylaws review on membership section has been undertaken by Kyle Jansson.
- Organizational Chart review coming after Business Manager position is described.
- Council structure emerging: Justice Council recommendations are going to the Program Council soon, then to the Board; Program Council and LRE Council are currently extant. Will need to revise bylaws to accommodate change.
- Coordinating Council to be called together soon. Not a decision-making body; intended to share information and coordinate efforts between decision-making bodies.

## **Member Comments**

- No member comments at this meeting.

## **Treasurer's Roles for next 6 months and beyond**

- From Consent Agenda: *Accept Financial Report*
  - o Monica Jacobson Tennessen moved, Kathy Kopczynski seconded, that we accept the financial report.
  - o Approved with none opposed.
- *Appoint Interim Treasurer Team*
  - o Interim Treasurer Team: Carolyn Madsen, Russ Karow, Alan Mix, Claudia Keith. Team is reviewing balance sheets, discussing both content and presentation.
  - o Judy Malouf moved, Beany Kunis seconded that we appoint the Interim Treasurer Team.
  - o Appointed with none opposed.
- *Discussion of Treasurer's Role and Duties*
  - o To be the financial adviser to Board, and to communicate clearly, in layperson's terms, with the congregation about UUFC finances.
  - o Looking at Treasurer's duties flows into a review of our financial processes and Finance Team as well. Some of their tasks may become part of the Business Manager's responsibilities.
  - o Side discussion of financial audit of UUFC; delayed, currently planned to begin once the fiscal year ends on June 30, 2015.
  - o Need to have a job description for the Treasurer by the end of March so a new Treasurer can be nominated for 2015-16 church year. Interim Treasurer Team tasked with writing this.
- From Consent Agenda: *Accept Board Budget Goals for FY 2016*
  - o Following discussion, Board Budget Goals will be revised by Kyle Jansson, Kathy Kopczynski, and Linda Hardison for the February Board meeting.

## **Charitable and Educational Endowment for Social Justice**

- Needed: process for the disbursement of funds, criteria for projects, a funding panel that makes decisions
- Marcia Shaw, Jean Townes and Jill McAllister will begin designing a process and panel. Will invite congregation members with experience on funding panels.

## **Draft bylaws change re membership**

- Tabled until end of January. Draft changes to be discussed on January 26 at 7pm.
- No vote to be held on this until February meeting.

## **NonProfit Workshop Participation**

- Workshop is on January 24. Kyle Jansson, Marcia Shaw, Kathy Kopczynski, and Linda Hardison will be attending.

### **General Assembly Leadership**

- Planning to have several informational meetings for congregation members. Will ask previous GA attendees to host.
- Judy Malouf will investigate the cost of providing a bus to Portland for GA.

### **Items Removed from the Consent Agenda**

- Remaining removed item is *Accept Minister's Report* - deferred to January 26th Board meeting.

### **Review of this meeting**

### **Parking Lot**

- Endowment policies need review and possibly revision.

**Next meeting** is January 26, 7 pm.

*Meeting adjourned at 9:24 pm.*