

**UUFC Board of Trustees**  
**August 31, 2015 -- Approved**

Present: Heather Emberson, Linda Hardison, Kyle Jansson, Kathy Kopczynski, Leslie Chartier, Carl English-Young, Kelley Kendall, Joan Rose, Peter Sanford, Jill McAllister

Guest: Louise Ferrell

Recorder: Alison Myers

Meeting called to order at 6:35 pm.

**Consent Agenda**

- Approve minutes of July Board meeting
- **Approve FY 15 Financial Report of June 30, 2015**
- Approve minister's housing allowance
- Approve custodial services contract with Feliciana Torres Cleaning Service
- Approve contract with Jean Gilbert as Temporary Office Manager
- Final approval of Policy 5.1 Justice Council
- Final approval of Policy 1.5 Four Councils Structure
- **Appoint XXX as Board rep to Nominating Committee**
- Appoint Russ Anderson as Chair of Nominating Committee
- **Appoint XXX as chair of Investment Committee**
- Appoint Carl English-Young as chair of Personnel Committee
- **Also Board member on Personnel Committee (to be appointed by President**

The four items bolded above were removed from the consent agenda to be addressed separately. Heather Emberson moved, Kelley Kendall seconded, we accept the consent agenda as amended. Passed with none opposed.

**What are the Big Issues Facing the Congregation During the Next 3-5 Years?**

Reviewed 2014-15 goals of the Fellowship. Points of discussion:

- Need for business manager/financial person.
- Leadership Group reviewed committees, structures and bylaws.
- Creation of "Participants' Guide" a goal for this year. Currently in the "idea" stage; looking at ways to track who has what skills, what tasks and roles are available; how to engage people long-term, mid-term, and new or visiting.
- Discussed decision-making, tasks and structures currently in place.
- Space continues to be a major issue.
  - It is not clear to everyone that we are at capacity. People are always coming in, but membership is not growing.
  - People have given feedback that they are not supportive of building or moving; we would have to change to stay here.

- Improving on our current space would bring in new issues, and we have to clearly communicate that.
- Justice Council
  - How do we make the things we're doing real in the world?
  - Need to increase the capacity of the congregation to do more of the religious and spiritual work of the fellowship, not just task-oriented.
  - Noted lay ministry, expanded pastoral care capacity.
- Policy Governance
  - Board focuses on policies, Councils decide actions. Consider consulting with other congregations who have been through this; look at what we've been doing and whether it supports us now.
  - Discussed channels of communication – who decides what; how do people know?
- Capital campaign – not yet clear what our space needs will be.
  - Regardless, current building needs updates
  - Earthquake retrofit
- Fact-Finding Building Committee:  
Kyle Jansson to appoint. Peter Sanford and Kathy Kopczynski offered to help. John Bailey was suggested for chair.
- Intergenerational Opportunities – both internal and external activities

### **Bylaws – where do we go?**

Kyle Jansson suggested postponing this discussion and research how other congregations have made changes.

### **Treasurer's Report**

Leslie Chartier reviewed 2014-15 year-end report.

- Need to have policy about what to do when there is a surplus, as there is this year.
- Need to have policy about how long to keep money for specific item(s) in the budget that have carried over or that were earmarked for a specific future need (examples, “women’s winter retreat” and “women’s network”).

Kathy Kopczynski moved, Peter Sanford seconded, we unanimously approved Combined Balance Sheet and Financial Statement 06/30/2015.

### **Minister's Report**

We have six volunteers for the Justice Council: Dan Shapiro (Chair), Susan Christie, Jean Townes, Jesse Ford, Claudia Keith and Roberta Smith.

Leslie Chartier moved, Kathy Kopczynski seconded, we unanimously approved these six nominees. They will be given a list of tasks that have been pending.

Program Council has new members; members are being recruited for RE Council.

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

Approve FY 15 Financial Report: see Treasurer's Report

Appoint Board rep to Nominating Committee: Joan Rose

Appoint chair of Investment Committee: tabled; current chair is Scott Bruslind, with planned succession

Appoint Board member to Personnel Committee: Kathy Kopczynski

**Review of this Meeting**

- Good discussions
- Appreciation for time given for reflection.
- Question about how the congregation is informed of Board actions and decisions.

**Adjourned at 8:42 pm**