

UUFC Board of Trustees
November 9, 2015

Members present: John Bailey, Peter Sanford, Claudia Weintraub, Leslie Chartier, Kyle Jansson, Linda Hardison, Joan Rose, Heather Emberson, Carl English-Young, Kathy Kopczynski, Kelley Kendall.

Staff: Rev. Jill McAllister

Recorder: Alison Myers

Others: Louise Ferrell

Called to order at 7 p.m. with reading.

Consent Agenda

With the removal of the Minister's Report, Linda moved and Peter seconded approval of the consent agenda. Unanimously approved. The Consent Agenda included approving the minutes of the October meeting, accepting the Oct. 31 financial report, and appointing Sheryl Stuart as the Investment Committee chair.

Board's Goals for FY 2016

The Board engaged in discussion around the need for a long-range sense of where UUFC is headed and action plans that are shorter term. The Board edited the goals and actions in the Goals document. Here is the final edit:

The Board will:

1. determine how, if possible, building modifications will be made to accommodate congregational needs. This process will include:

- a. understanding how public regulations will impact modifications.
- b. a process to refine congregational needs and expectations
- c. a determination of facility priorities by the congregational meeting.

Planned Actions:

1. *Building Research Task Force gives Board a report related to Part A.*
2. *Board presents summary of research results from past year in newsletter.*
3. *Board appoints Task Force to create and run transparent process that identifies priorities and creates a preliminary physical plan, including phasing, for a projected structure that we hope meets needs of UUFC for next 25 years.*
4. *Board approves a physical building plan for a first phase and begins finance and construction of the structure.*

2. facilitate activities to enhance the congregation's ability to meet its mission. This process will include:

- a. expanding congregation's understanding of shared ministry.
- b. creating policies that support carrying out of the mission.
- c. developing process to amend the bylaws so that the governance structure supports shared ministry.

d supporting development of a “Participants Guide to the UUFC” that promotes participation in the life and governance of the congregation.

Planned Actions:

- 1. A second leadership meeting to enhance knowledge and ability of committee leaders to minister to the needs of the congregation and its members.*
- 2. Develop processes to amend the bylaws and strengthen the role that policies play in providing governance support as the UUFC meets its mission.*
- 3. Create a participants guide to the UUFC based upon questions gained from the leadership meetings and the Coordinating Council.*

Kathy moved and Carl seconded to accept the document as edited; unanimously approved.

Minister’s Goals for FY 2016

Jill specified two large goals for the current year: staffing changes including the business manager position and office job update will be completed, and council structure will be operational.

Building Research Task Force

John Bailey reported progress on the report, which will be presented at the Board’s December meeting. The Board discussed the 10 percent threshold – a 10 percent increase in the footprint (including building up) triggers the conditional use permitting process. The upcoming report will specify options including a less significant remodel to meet currently identified needs, connected to possible longer term plans as well.

Structures Decision Process

Kyle reviewed the draft Bridge to 2040 process outline. He said it’s important to involve partners and potential partners from the beginning of the planning process in order to be successful. The Board discussed the possibilities of who might be involved in a task force, the lack of time to gather that information while moving forward now with shorter-term plans, and the need to remain open to completely new ways of looking at what UUFC could do. A focus on physical space might become less important than changing how services are offered and how the need for community is met.

John agreed to incorporate the some of the Bridge to 2040 outline into December’s building task force report. Jill suggested including some specific decision or action so that the congregation has a sense of what is happening, not just “in process”. Members will be invited to the December meeting to be more involved in this issue.

Treasurer’s Report

Leslie reviewed the report sent to the Board and answered questions. Information is presented in graph form, which allows the Board to look for trends and patterns over several months. Leslie distributed a “glossary of accounting terms” so that the Board will share a common language when reviewing financial reports.

Authorized signatories for the common endowment fund are needed. Leslie proposed the treasurer (herself) and Board liaison to the Investment Committee (John Bailey). Leslie said there also needs to be an annual review of who the authorized signers are.

Joan moved and Kathy seconded to approve proposed signers and review authorized signers annually. Unanimously approved.

Minister's Report

Finance Committee - The finance committee is now an umbrella Council including the Stewardship Committee, Investment Committee, Board Treasurer and business manager.

Staffing – Jean Gilbert, office manager, is documenting her time spent on each area. It is clear that the job requires more than 20 hours per week; the budget allows an increase to 25 hours. At least two more office volunteers are still needed. Desiree Senechal is learning the business manager job and doing well.

Social Justice Coordinating Council – the Council has started meeting and is clarifying the role of Councils as different from the work of committees. They are researching how other congregations work on this.

Members have asked about supporting “Black Lives Matter”; Jill reported that there is a need to develop more in-depth understanding about issues of racism.

Seeds for the Sol – the Climate Justice Committee will take this on. The committees and Councils are working on establishing structures so people know where to go with ideas and requests such as this opportunity.

Good Earth Pest Control – UUFC has contracted with them to deal with the rodent issue.

IT/AV Department – there is a need for regular IT/AV work; current volunteers do great work but it depends on individuals' availability and skills.

Emergency Aid Fund/Minister's Discretionary Fund – congregants have made requests that have depleted this fund.

Youth Service Trip - A trip for 9th-12th graders to the US mid-west is in the planning stages for next summer, to possibly start in Ferguson, Missouri and end at the General Assembly in June. Funding would come from the families and UUFC. More details will be coming later this month.

International Council of UUs – the biennial meeting of ICUU will be held in the Netherlands in July; climate change will be part of the focus of the gathering. This will be followed by a visit to our UUFC partner congregation in Transylvania.

John moved to adjourn, Leslie seconded; unanimously approved. Adjourned 9:06 pm.