

# **UUFC Board of Trustees**

## **December 14, 2015 – Approved**

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

**Staff:** Jill McAllister, Desiree Senechal

**Recorder:** Alison Myers

**Other:** Chris Bentley

Called to order at 7:05 p.m. with reading.

### **Consent Agenda**

With the change of “Patricia” Harr to “Sharon” Harr, Bailey moved and Kopczynski seconded approval of the consent agenda. Unanimously approved. The Consent Agenda included the following:

- Approve minutes of November meeting

- Accept Financial Report of Nov. 30, 2015

- Appoint Sharon Harr as member of Nominating Committee

- Approve Investment Committee recommendation to liquidate endowment holdings in Vanguard Emerging Market and Midcap funds and reinvest them in Vanguard GNMA and the UUFC’s Oregon State Credit Union savings account.

- Approve recommendation for establishing minimum pledge for membership at \$135 for FY17.

- Accept Minister’s Report

### **Treasurer’s Report**

Chartier reviewed the Profit & Loss statement and the Balance Sheet. The results of this month’s holiday bazaar will show up in January’s report. There was a budget surplus at the end of the last fiscal year; there is no policy yet for how to handle that. A roof replacement is needed.

The Finance Council is discussing the UUFC’s current and potentially needed financial policies. Review of insurance policies is also underway, she said.

### **Budget Process and Practices for FY 2017**

Jansson reviewed the request for budget proposals sent to committees. The biggest change in this year’s process is the addition of having staff or the Treasurer report final approved amounts to committees. Jansson will write an article in the January newsletter to inform the congregation of the process.

The Board discussed five budgeting practices approved for last year’s budgeting. No objections were made to using them again, and a consensus recommended using them to create a policy on the topic.

### **Building Research Task Force Report**

Bailey reviewed the group's research and conclusions. The UUFC can expand by up to 10 percent without needing a new conditional development permit. The group identified three paths for changes to the facility: interior remodeling only, minor expansion and significant expansion.

A less-than 10 percent expansion can address pressing needs, which improves its design, aesthetics, energy efficiency and rentability. An architect and professional kitchen designer should be engaged. The task force has not sensed a strong desire for an expansion of more than 10 percent at this time. Board members discussed pros and cons of the recommendations.

### **Building Design Committee and Building Finance Committee**

Jansson pointed to the benefits of having these two committees who will work simultaneously and the possible timeline of making a presentation to the congregational meeting. Discussion ensued about use of information from the 2008 plan; the hiring of an architect; member, renter, partner, and neighborhood involvement; UUFC growth; and UUFC communities..

The Board revisited the Bridges to 2040 document presented at the last meeting, and as a group revised it. Jansson asked for feedback around the objectives. After some discussion, the Board focused on the importance of being able to articulate the "why" behind proposals; "how does this serve our mission?" The Board must consider the UUFC not only in terms of its needs and growth but also as part of the larger communities.

English-Young will look for the previous RFP to select architect(s) and planner(s) to move forward.

Kopczynski moved and Bailey seconded to accept the amended document with the name of UUFC Conceptual Design Team. (See attached.) Approved without dissent.

### **Minister's Report**

McAllister reviewed her written report emailed earlier.

Jansson announced that there will be two meetings in January.

Jansson adjourned the meeting at 9:12 pm.

## **UUFC Conceptual Design Team**

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**Goal:** The last major changes to the UUFC facilities took place more than 25 years ago. This Design Team identifies those immediate and long-term steps toward creating a functional facility for years to come. Using a transparent process involving the congregation, its renters, neighbors and other partners, this Design Team will create a physical plan with financial estimates that guides development of the UUFC building and property. The Task Force's process is as important as the plan.

### **Objectives:**

1. Build awareness and enthusiasm within the congregation to engage in this process.
2. Develop a consistent message of **why** we are proceeding with this expansion—the building is a tool to achieve our mission.
3. Create revised conceptual drawings of a remodeled or expanded UUFC structure (a <10% expansion, and a >10% buildout) based upon its current location. This shall include phased development and rough cost estimates.
4. Carry out processes aimed at ensuring the congregation, its renters, neighbors and other partners feel included.
5. Maintain frequent communication with all participants and stakeholders.

### **Timeline:**

January	Form and Review Previous Reports and Studies
February	First congregation-wide process begins. The processes are expected to include small-group discussions, online conversations, and other methods aimed to carrying discussion forward into “wants” and “needs.” The Task Force will also consult with renters, neighbors and partners.
May	Final plan, including rough cost estimates, to UUFC Board

**Membership:** This group will consist of 6-9 people appointed by the Board. Some people may represent more than one of the following categories:

- 2-3 people trained and skilled in facilitation
- 2-3 people who will be under age 65 in 2040
- 1 person involved in the 2007-08 planning process
- 1-3 renters, partners and neighborhood (These appointments may not be in place at the start of the process.)
- 1-2 people familiar with the current UUFC structures and its needs.
- 1 person to lead the Task Force

**Budget:** The Task Force is authorized to spend up to \$10,000 for professional assistance in developing the plan. Any expenditures of more than \$1,000 should receive prior approval of the minister and the UUFC president.