

UUFC Board of Trustees

June 13, 2016

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

Guests: Jamie Petts, Jean Gilbert, Louise Ferrell

Consent Agenda

- * Accept Financial Statement and Balance Sheet of May 31
- * Appoint Leslie Chartier to the Personnel Committee
- * Approve three changes to Employee Handbook related to independent contractors, sick leave and an internal reference.
- * Authorize Jean Gilbert as Business Manager to be a signer on the payroll checking account and to have the authority to move necessary funds from the operating checking account to the payroll checking account.
- * *Kathy K moved to accept and John B seconded. Unanimous approval.*

Church Operations Manager

Jamie Petts was introduced to the Board by Jill. It is a shift from our previous office administration role to a church administrator role. With the 2/3 FTE Church Operations Manager and the 1/3 FTE Business Manager, we are aiming for an executive director level of administration. She will officially start work on July first.

Feasibility Study Report – Jeff Susor

Jeff will be providing a written report over 100 pages in length. He noted that he had over 40 face to face conversations and responses from more than 200 congregants, which he felt was remarkable. He said that trust in the decision is our biggest issue. So the process by which we reach a plan is almost or more important than the final plan itself. The bottom line is that we want a transformational plan for the building. [See report for full details.]

Recommended steps:

1. Conduct a combined campaign (the usual pledging process plus the capital campaign) in early 2017.
2. Plan early fellowship-wide meetings.
3. Manage critical deadlines. Early fall, our goals are established in words (no defined plan). Later in the fall, expect to have an early draft of the schematics. By March or April, be clear on the cost estimates. If we can't hit these dates, we need to delay the process.
4. Engage a broad group of volunteers to plan and implement the campaign.
5. Seek three-year pledges of 1.5 million+.
6. Make an early outreach to lead donors.
7. Organize cottage meetings (or the equivalent) for maximum dialogue.
8. Emphasize communication before, during, and after the campaign.

Timeline Recommended:

July: Key decisions by the Board
Aug: First comprehensive newsletter distributed

Sept: World Café or similar format to allow dialogue; establish the big picture—why are we doing this? How will this project reflect our values? Recruit leaders at this time.

Oct-Jan: Planning the BDT design

Feb: Capital Campaign / Annual Stewardship Drive kick-off

Apr-May: Refine schematics that will become parameters for the architect's design. Confirm financial support

Approval of House Sale Proposal

We noticed a misstatement and modified the proposal to indicate that the *Seller* will retain the solar system incentive payments from Pacific Power, approximately \$3200 per year. Carl & Kyle will issue the parking letter to the City, allowing their parking during our non-busy times. Kyle will talk to lawyer about who retains Title in the sale of the house, how to make sure we have an annual assurance of insurance, and other concerns.

Peter S. moved to accept with changes made, John B. seconded. Unanimous approval.

Appointment of General Assembly Delegates

Kathy so moved, Joan seconded. Another unanimous approval.

Investment Committee Representative

Because no one expressed interest at this point, Kyle noted that we could leave this item for the time being but would need to fill the spot.

Informational:

Beit Am would like to hire police reserves to be on-site for events, such as High Holy Days, mostly to be visible outside. We do not currently have a policy about weapons on site. Rental Committee makes the decision on rentals but the Board needs to make a policy for this situation. In past situations, it was stipulated that armed security guards had to remain outside, but Kyle noted that the reserves will be here for several hours and will need to use the facilities. Peter suggested that the officers should be able to go where they need to go.

We think that we accept the use of armed security guards from the sheriff reserve but require an indemnity clause.

Items removed from Consent Agenda

Minister's Report

Jill added the following information:

- We had an ad hoc RE council meeting with 12 people in attendance on June 8th. At the beginning of the year, the plans for a council to meet fizzled. We now have a commitment from those who met to continue to serve in the coming year.
- The Program Council is getting a new chair, Rachel Houtman.
- We have had an underlying disconnection—small groups identifying other groups as “they.” We’re practicing skills on reaching consensus.
- We have little understanding of our size—what size are we?
- Our policies do not address a capital campaign. We need work on our Bylaws.
- Parallel to what occurred for RE, we need a process to evaluate our justice work. Our Justice Chair, Larry Roper will be working on this.

- The Fellowship Care and Support Team—we have different understandings of what a Care and Support Team does. We have an environmental component.
- We are looking at the processes we use within the program council, Care and Support, and Justice work.

Minutes of Annual Meeting

There were 2 corrections: Cheryl Stuart was changed to Sheryl Stuart and \$11,000 was changed to \$20,000. *John B moved to accept, Carl EY seconded, and it was carried unanimously.*

Minutes of May 9th Meeting

It was moved, seconded, and unanimously agreed that we approve the minutes as written.

Minutes of April 30th

Kyle suggested that we postpone the approval since few of us had seen them.

Review of the Year

The board shared their thoughts on the year. Kyle noted that it's been a heck of a ride. It's been heartening to see people really engaged. We've made progress. Jill deserves credit for herding us in the right direction. Our satisfaction is greater. We are trying things we haven't before.

Future Meeting Dates

July 18 7 pm
August 22 7 pm
Orientation in September