

UUFC
Board Meeting July 23, 2018

Present: Craig Olbrich, Uta Hussong-Christian, Jen Akeroyd, , Kathy Kopczynski, ,
Herky Gottfried, Jerry Buthmann, Daniel Landsberg, Brooke Bishop,

Absent:

Staff: Jamie Petts, Jean Gilbert, Jill McAllister

Guests:

3 Ring Binders were handed out to Trustees to help organize board related documents and information.

1. Meeting Opening

- a. Reading - Craig read "For The Time Of Necessary Decision" by John O'Donohue
- b. Board Member Introductions
 - i. Daniel Landsberg gave a short description of his background.

2. Agenda Check

- a. Added Zen Center request.
- b. Added Contracts Policy report
- c. Discussed reading and snack schedule

3. Consent agenda

- a. The June 11, 2018 Board Meeting Minutes and Minister's report was voted on and approved

4. Member Comment,

- a. There were no comments

5. Treasurer's report

- a. Herky discussed the treasurers report revised format.
- b. Balance sheet and Profits and Loss for
 - i. Fellowship
 - ii. Building Expansion
- c. Sub-bullets were collapsed to condense report to one page
- d. Year over year comparison and compared against budget
- e. Fellowship is in good financial condition, similar to last year, excluding building expansion.
- f. Suggestion to invite Joan Rose to describe how to read a financial report.
- g. Some discussion of financial statement.

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- h. Allowable funds were withdrawn from endowment
- i. Herky will prepare job description for treasurer's duties.

6. "Controllers" discussion

- a. Jean discussed signers on bank check account
- b. Jean described new requirement for organizations to have a Controller.
- c. Jean will accept controller designation for bank accounts to satisfy legal requirements.
- d. Jean approved as controller.

7. Investment, Personnel, and Nominating committee

- a. The new bylaws will be voted on in October.
- b. Committee members will be temporarily approved until October when it can be formalized.
- c. Some discussion of the number of Trustees to change under new bylaws.
- d. Trustees were not named with terms when voted on at annual meeting.
- e. Uta to make spreadsheet on Drive to list members and terms.
- f. Replacement for Virginia will not be filled.
- g. Jerry to record committee member names in minutes.
 - i. List as amended Aug. 6, 2018

| Nominating Committee | | | |
|-----------------------------|----------------------|-------------------|-----------------|
| Name | Position | Term Begin | Term End |
| Alan Kirk | Chair | 2018 | 2019 |
| Bobbi Johnston | | 2018 | 2019 |
| Lorene Hales | | 2018 | 2019 |
| Rich Brainerd | | 2018 | 2019 |
| Board Member TBD | Board Liaison | 2018 | 2019 |
| Personnel Committee | | | |
| Name | Position | Term Begin | Term End |
| Elona Meyer | Chair? | | |
| Leslie Chartier | Member | | |
| Kathy Kopczynski | Member/Board Liaison | | 2020 |
| Investment Committee | | | |
| Name | Position | Term Begin | Term End |

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| | | | |
|------------------|-------------------|------|------|
| Russ Karow | Chair | 2017 | 2019 |
| Claudia Keith | Member | 2017 | 2019 |
| Bill Lear | Member | 2017 | 2019 |
| Sheryl Stuart | Member | 2018 | 2020 |
| Board Member TBD | Board liaison | 2018 | 2019 |
| Martha Clemons | Member (expired?) | 2016 | 2018 |
| Jack Elder | Member (expired?) | 2016 | 2018 |

8. Building Seismic Work Update

- a. Contractor cannot complete work per schedule
- b. Will not complete seismic work this year
- c. Painting and sanctuary flooring work will continue.
- d. Jill reported on evolution of capital work items.
- e. Uta inquired regarding updated estimates for construction.
- f. Jean commented that engineering for the Seismic upgrade in Sanctuary needs to be done.
- g. Kathy suggested having a separate fund raiser of extra upgrades.
- h. Uta suggested using endowment funds to pay for extra upgrades.
- i. Need for a project manager to oversee tasks not related to building expansion.
- j. A project manager will be assigned to oversee building expansion
- k. Uta & Jamie to make list of tasks and cost estimates.
- l. Sale of house is financing mandated sidewalk improvements.

9. Homeless Shelter Update

- a. Jill reported on city and county vote to support shelter
- b. UUFC will continue to be fiscal agent
- c. Jill described arrangement to create separate entity to operate shelter.
- d. Some discussion of legal implications of separate entities.
- e. Action: solicit interested people to form new 503c organization
- f. Jill will continue to get more information and clarifications

10. Bylaws

- a. October 7 townhall meeting on to discuss bylaws.
- b. October 28 townhall meeting to approve proposed bylaws
- c. Kathy proposed developing policies to accompany bylaws.
- d. Unfinished items: : Finance council, Art 8 indemnity

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11. Zen Center

- a. Ecumenical cooperative group to field items of interest to each group

12. Contracts Policy

- a. Jen A. described existing contracts policy
- b. Discussion of discrepancies and price levels.

Next meeting 2nd Monday on August 13.