

UUFC  
Board Meeting September 10, 2018

Present: Craig Olbrich, Uta Hussong-Christian, Jen Akeroyd, Kathy Kopczynski, Jerry Buthmann, Daniel Landsberg, Brooke Bishop  
Absent: Herky Gottfried  
Staff: Jamie Petts, Jean Gilbert, Jill McAllister  
Guests: Louise Ferrell

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7:00pm                      Room 7

**1. Introduction.**

The Board of Directors meeting opened at 7:00pm with a candle lighting and reading by Jen.

- a. The reading was on the topic of self-compassion.
- b. Jerry shared an autobiography
- c. The Agenda was reviewed
  - Uta added the topic of meeting on a different Monday
  - Also added the need for new board photo

**2. Consent Agenda**

The Consent agenda consisting of the August 2018 minutes, Minister's report, Financials were not available for review and will be postponed to next meeting. Uta reviewed some minor revisions to minutes  
Consent agenda was presented as revised and approved by the board.

**3. Member Comment, Announcements and reminders.**

Jill will send around signup sheet for service welcome.  
Craig mentioned BOD retreat will be Oct 27, 9 to 1, at UUFC  
Daniel may need to leave early.  
Some discussion of membership meeting and vote to approve Bylaws.  
Craig will plan vote in detail for Oct 28.  
Open voting at 9 and close voting at 12.00.  
Jill discussed proposal to become a sanctuary church.  
Craig to talk to Melinda Sayavedra, Roberta Smith, or Nancy Kyle to get to more clarification. Wanted to present for vote at Oct. 28 meeting.

**4. Men's Shelter,**

Jill delivered an update on the Men's Cold Weather Shelter move & community capacity building workshop.  
City councilors asked Jill to lead workshop on Community Capacity Building  
City hired a facilitator.  
Jill McAllister, Kenny Lowe, Chris Gray, and Melissa Bird were facilitators of the CCB.  
CCB is a process to set priorities.

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Ann Schuster was comforted by exchange.

Jill was pleased by positive experience.

Uta commented there was no debating over ideas.

Uta commented shelter is on again for Hansen Tire Building.

Still no decision on forming an LLC to protect the UUFC.

Jill will connect with a lawyer to discuss process.

Jill commented there was no agreement regarding duties of Shawn Collins.

No resolution with issues with COOP. To be discussed in future meeting.

Uta and Craig to follow up on question of United Way becoming the fiscal agent in future.

Craig discussed the topic of a larger collective of support agencies.

Craig raised some discussion of protections and liability regarding shelter.

Jen commented on the additional cost for a lawyer.

### **5. Draft Bylaws and changes**

Craig discussed edits to define momentous expenditure as over 20% of budget.

Changes reflect fiscal oversight defined in bylaws.

Discussed changes to wording.

Uta commented a misunderstanding in the edits.

Some discussion of personnel committee section wording.

Jill commented on aligning of standing committee structure.

Financial Oversight Council is newly added.

Finance Council provides oversight of all financial related items

Need expressed for financial oversight independent from the board.

The financial council will include but not limited to the following:

- Chairman of financial council
- Treasurer
- Chairman of Investment team
- Chairman of Revenue team
- Chair of Building and grounds team
- Business Manager.
- Member of Board

Executive, Investment, Personnel, Nominating are standing committees listed in the bylaws.

Some discussion of terminology

Committees have legal responsibility to the board.

All other are teams, groups or task forces.

Uta wants to create a revenue committee.

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Uta expressed concern for nomenclature.

Jill discussed structure and naming to comply with legal requirements.

Craig will send out revisions to bylaws for review.

Craig will facilitate conversation on Oct 7. after 2<sup>nd</sup> service.

Craig will change name of all “committees” to “teams”.

Craig will post final version 2 weeks before Oct 7<sup>th</sup> meeting.

**6. Building Improvements and Building Design Projects Update**

Craig reported that seismic retrofit construction estimates for RE wing and engineering estimate for balance of building seismic work are due this week.

Then do the engineering to get a construction estimate for the balance in 90 days.

City permit to do work is approved and needs extension.

RE work will be done during next August (pre-school not in session).

Other seismic work may occur sooner in early summer 2019.

a. Sidewalk project estimate.

Jean reported on cost estimate and our portion will be \$41,386.

We will need to procure a bond to cover the project.

b. Planting/landscaping in sidewalk strip.

12 ft wide planter strip. Trees will be planted in strip.

We will need the irrigation system to be modified.

Add stepping stones for walk way to street.

Plans need to be done Nov 1

Concrete poured in December, maybe.

Louise asked about needed yards of concrete.

Discussion of water and grass and economics.

Uta commented planting to come funds from building fund.

House proceeds to building fund

c. Project tracking sheet not discussed.

**7. Investment Committee Report**

Uta included IC meeting minutes.

Craig reported the recommendation to have \$135K in reserve.

Currently, we have about \$157K.

Investment Committee asked board to review.

Reserves are more than recommended holding.

**8. Contracts policy**

Jen described minor revisions to contracts policy.

We are now called Board of Directors, BOD.

Contracts policy was approved.

**9. Request from Climate Justice Committee**

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- a. Three ideas on spreadsheet
  - Purchase of straws and bamboo tableware
  - Commit to consider climate impacts in any decision of the board
  - Use durable serving ware for all board meetings.
- b. Do we want to approve the Climate Justice Covenant Pledge adopting the Climate Justice Covenant?

Some discussion opposing approval.

Desire expressed to support Climate Justice Team.

Doesn't feel like the right thing to do.

Will continue this discussion at future meeting.

Are there other alternative to approving the full CJ Covenant?

What other ideas do we have in addition/instead?

**10. Schedule of upcoming events.**

- a. Oct. 7 - Town Hall, Bylaws, need some facilitators
- b. Oct. 27 - Board Retreat
- c. Oct. 28 - Member Meeting
- d. Feb. 9 - Nonprofit Conference
- e. Nov 8 - gender awareness Town Hall
- f. More Townhall dates: Jan 16, Feb 7; Mar 18; Apr 28
- g. Other possible topics: building; sanctuary congregation; homeless/housing; plastic use/food waste

**11. Building project status**

Will postpone for further discussion.

**12. Board Meeting Day Change**

Difficult to prepare financial reports in time for 2nd Monday meeting.

Two options,

- Postpone financials one month for review at the next month meeting.
- Change the board meeting to 3rd Monday to allow more time.

Board decided to keep meeting on 2<sup>nd</sup> Monday and review financials from 2 months back.

**13. Board Photograph**

After October 28 member meeting

Or during board retreat.