

UUFC  
Board Meeting June 10, 2019

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7:00pm - Room 7

Present: Craig Olbrich, Kathy Kopczynski, Jerry Buthmann, Herky Gottfried,  
Daniel Landberg, Brooke Landberg, Uta Hussong-Christian

Absent: Jen Akeroyd

Staff: Jean Gilbert, Jamie Petts, Jill McAllister

Guests: Scott Bruslind, Steve Strauss, Jack Shafer, Melinda Sayavedra,  
Anna Sontag

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**1. Open Meeting**

a. Brooke gave a reading from: Michael Cunningham's, "The Hours"

**b. Agenda check**

Craig suggested adding a calendar update at the end of the meeting.

**c. Consent agenda**

- a. May 2019 Board minutes
- b. Minister's report
- c. Treasurer's report
- d. Financial docs supporting treasurer's report
  - UUFC Balance Sheet, April 2019
  - UUFC Profit-Loss, April 2019
  - Building Expansion Balance Sheet, April 2019
  - Building Expansion Profit-Loss, April 2019
- e. May 2019 Annual Meeting minutes

The consent agenda was approved by the Board

**d. Construction Update**

- a. Jean delivered an update on the construction project status.
- b. Reported on recent meeting with Ryan McAllister and two architects.
- c. Fast schedule was not a problem for architects.
- d. Construction team will decide on architect at next meeting.
- e. Jean sent termination notice to diLoreto Architects.
- f. UUFC can reuse permitting documents with the city but not the social hall design.
- g. Gerding can work with either architect

**e. Contracts review**

- a. Jean reported on the status of current contracts.

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- b. Jean contracted with David Petts to build a handrail for the front steps.
- c. Contract was renewed with Magic Flute. Rent will be gradually increased to current value since there has been no increase in 10 years.
- f. **Member**
  - a. Comments: none
  - b. Announcements: Uta commented on wording errors in directory document.
  - c. Reminders: none
- g. **RE Hire**
  - a. Jill reported on the hiring of the new RE director.
  - b. Will meet him August 5.
  - c. Jill discussed background for higher cost for this position.
  - d. Will work at bottom of assistant minister pay scale at 3/4 time.
  - e. One year contract. Increase about \$10k this year. Bigger increase next year.
  - f. Israel Buffardi is highly recommended.
  - g. Michael will help with transition.
- h. **Sanctuary Church Implementation**
  - a. Melinda Sayavedra discussed status.
  - b. Melinda reported on the Next steps document including follow-up exchange between Jill and Melinda.
  - c. Questions from townhall meeting and fellowship members were answered.
  - d. IRST is likely primary with support from Board on policies review/approval and recommendations review/approval
    - i. How to vet guests and prioritize.
    - ii. Send out proposed procedures for review and comment by other churches.
    - iii. Recommended new team for handling public relations communications for the sanctuary activities.
  - e. Board volunteers are needed for this effort to serve on teams.
    - i. Uta suggested to postpone board member selection to Sept. meeting.
    - ii. Some discussion of duties of team members.
  - f. Kathy recapped the duties of a Sanctuary Response Team.
    - i. Vetting would only be 3 members. Staff, Board, Member reps
    - ii. Larger IRST team to provide support of refugees.
  - g. Sanctuary Public Relations Team would handle media releases.

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- i. Board member volunteer?
  - ii. IRST volunteers?
- i. **Additional appointment to SFT (Stewardship & Finance Team)**
- a. Some discussion of naming teams vs. committees.
  - b. Jema Patterson attended recent meeting of the SFT and reconsidered and is asking to join.
  - c. Russ recommending her appointment as she has
    - i. development experience,
    - ii. communications & marketing background,
    - iii. non-profit donor relations experience,
    - iv. understanding/experience with digital marketing,
    - v. passion for community building
  - d. Board approved Jema to SFT.
- j. **Board Meeting Month Off**
- a. Uta discussed if the board should take a month off in the summer?
  - b. Board decided to not meet in August.
- k. **Board Retreat Date**
- a. Pre-work: fill out doodle poll for possible dates in July and August
  - b. Board consensus of July 3, at 5:30 PM for board retreat.
- l. **Board reviewed proposed calendar**
- a. Non-profit training conference will be February 29.
  - b. Jill contributed that climate justice reports will be delivered quarterly.
  - c. Partner church wants to do an international relations townhall.
  - d. Possible building townhall in April or May.
  - e. Leadership suppers are held 3 times a year.
  - f. Jill proposed not having a service on Labor Day weekend.
  - g. Picnic is Sunday, July 21.