

**Minutes of Board of Directors Meeting  
Tuesday, September 8, 2015**

**Present**

Bill Scown, President  
Hal Schulman, Vice President, Administrative Council  
Debbie Leoni, Vice President, Program Council  
Pat Vary, Secretary  
Bob Swanson, Treasurer  
Jim O'Malley, Assistant Treasurer  
Cindy Vacek, Director  
Dave Moore, Director  
Kathy Cornell, Director  
Lynn Steele, Director  
Lindsay Bates, Senior Minister, ex officio  
Scott Talbot Lewis, Assistant Minister, ex officio  
Katie Philips, Congregational Administrator, ex officio

**Absent**

None

**Others Present:**

Deann Alleman, Pat Ward, Kevin O'Neill, David de Coriolis (arrived at 7:50pm)

ATTACHED: Property Projects, Sept. 2015 from Deann Alleman

1. Board Member Check-In
  
2. Regular Reports:
  - a. Prior Meeting Minutes were approved
  - b. Finance: Bob deferred to the discussion to follow
  - c. Councils (VPs) Hal and Debbie deferred to the discussion to follow
  - d. Senior Minister: Nothing new since her monthly report
  - e. Assistant Minister: Scott was happy to be at his first Board Meeting
  - f. Congregational Administrator: Katie had nothing new to report.
  
3. Housing Allowance for Scott
  - a. The signed contract allowance is \$50,000 for housing and salary. Scott calculated that housing mortgage and fees comes to about \$29,900 as the housing allowance.
  - b. Dave moved that we accept this and Lynn seconded it. The motion was approved unanimously.
  
4. Replacement of the asphalt parking apron
  - a. Deann Alleman, Facilities Team Leader, presented a Property Projects funding request for \$1850, which includes a \$200 contingency with \$100 of it needed for the City of Geneva permit.

- b. The work should be done before winter. This is the most cost-effective method. It would cost the same amount to patch the sunken area which would then likely need frequent repeated patching. After reviewing information about possible permeable paving solutions, the Facilities Team concluded that there is not an effective method within our cost range. More detailed information is included in the attached memo to the Board.
- c. Debbie moved that we approve the replacement at \$1850 and Hal seconded. The motion passed unanimously.

5. Communications Proposal

- a. Lindsay presented a proposal to streamline communications by using one computer format for all and relying mainly on online distribution. As a three-months experiment, she presented a Sunday order of service and Mini-Pioneer as a single sheet tri-fold with shorter, clearer announcements.
- b. In addition, the Pioneer would be on the website in segments, but with each part easily reached in one place. Accommodation for the very few that still require a paper copy will be made.
- c. Laminated covers have been costly, become out of date each year, and take much staff time each week to produce.
- d. The Board needs to hear from people on the experiment. After very favorable reaction by the Board to the new tri-fold and agreement that a monthly Paper Pulpit and the Monday morning email would continue, the Board encouraged staff to go ahead.

6. Open session on 3<sup>rd</sup> Street property

- a. Bill reported that he received a response from donors that the lawyers will be meeting to draw up the donation agreement of the two properties (adjacent and 3<sup>rd</sup> Street). The City of Geneva is discussing raising a tax to build public restrooms, so slow progress is being made. However, the Board must make a final decision whether to accept the property by November.
- b. Bob made several favorable points for acceptance:
  - i. It is adjacent to our campus.
  - ii. The owner's offer of \$50,000 buys us time to work with the City or others.
  - iii. We have already explored three possibilities: City restrooms, potential shared use with the Geneva Arts Foundation, or a land lease deal marketed by Neal Johnson.
  - iv. It is the last 3<sup>rd</sup> Street property.
  - v. It is an opportunity to generate cash for the church.
  - vi. Taxes are about \$7,000/year for the whole property and there is a good possibility we can get relief on taxes.
  - vii. None of these opportunities, or any others, will help UUSG in the future if we say no.
- c. Motion by Bob and seconded by Cindy to tentatively accept the 3<sup>rd</sup> Street property contingent upon receiving the \$50,000 from the Donor to help

fund the acquisition and development costs. The Board voted unanimously to approve.

- d. A congregation-wide Advisory Meeting on the 3<sup>rd</sup> Street acquisition is scheduled for October 4, 2015 at 12:30pm.
- e. The donor and church lawyers will be instructed to write up the donation agreement including the subdivision of the 3<sup>rd</sup> Street section of the property.
- f. The final Board vote will be on October 13.

## 7. Continuation of the Board Retreat: Setting UUSG Goals for FY2016

### Priority #1: Cindy and Dave---Communications

- a. Cindy and Dave will be taking videos at the picnic, asking members to state why they come to this church. The videos will be used on the website and for marketing.
- b. There was general discussion on how we would like our church to be perceived. "That is the church that does....\_\_\_\_\_"
- c. Lynn's experience at the Lubbock, TX,UU church was that they concentrated on supporting 2-3 big projects (they started a food bank). He felt we may be spread too thin.
- d. Some of our strong points during discussion:
  - i. Social Justice: mental health, housing, a welcoming community
  - ii. We are the only church in the area offering a liberal religious education.
  - iii. We are a church that lives in the modern world, not threatened by scientific concepts.
  - iv. Not just at church –we find our spirituality "Spiritual but not religious."
  - v. We offer a lifelong religious experience.
- e. Goals
  - i. Marketing our "brand"
  - ii. What size church is our goal? In 5 years: we are staffed to grow 10% a year = about >400 in 5 years. Is this realistic? How do we accommodate a larger congregation? When should we start planning to reintroduce a 3<sup>rd</sup> service?

### Priority #2: Make a Positive Difference in Our Community

Bill reported feedback from the Council: The BOW goal is not attainable, there will be no \$5,000 auction this year, book sale was diverted to UUSG. Plus plate donations diverted. \$17,500 (not \$25,000) is an aggressive goal. The Board agreed to revise the current year goal to \$17,500. The 5-year goal for 2020 will be to grow the total BOW dollar contributions.

### Priority #3: Congregational Engagement: Lindsay and Scott, Cindy and Dave, Debbie, Lynn, Eleanor Hamilton

- a. Leadership training/retreat
- b. Getting team together

### Priority #4: Align Facility and Staffing That Supports Our Vision: Bill and Pat

- a. Work with the Building Task Force

- b. Go over the files and the history
- c. Deann is historian.
- d. We need to identify triggers for growth, etc. to plan possible expansion.

Priority #5: Finances to Realize Our Vision: Kathy, Bob, Kevin Beyer, and Lisa Gades

- a. Stewardship:
  - i. Kathy had a meeting last Saturday with Kevin and Lisa
  - ii. Go through donor list—pick out people, ask for advice and ask to be stewards
  - iii. Want to allocate time and resources
  - iv. Ask some of Membership Team to be stewards, some maybe canvass.
  - v. They will be stewarding some of the people that they will canvass.
  - vi. Planned giving--- requires Lawyers—Pat Ward, Lou Pierce?
- b. Entrepreneurship—raising money from outside our walls. Focus on events and 3<sup>rd</sup> Street property

All our priorities and Programs need to interconnect. Next month, each group should be getting the plan in place, and circulate it before the next meeting. Bring a rough draft of ideas.

- 8. Task Force Planning Calendar Recommendations.
  - a. A new calendar was presented that synchronizes and simplifies deadlines and the fiscal year.
  - b. Changes and provisions include:
    - i. Two months overlap of new and old Board members
    - ii. Election is still in May per the Bylaws
    - iii. Net decrease in administration
    - iv. Leadership development
    - v. April: a condensed Canvass
    - vi. An Annual meeting that is more a “State of the Church” and other matters requiring a vote
    - vii. Board retreat in June—leadership orientation in morning for new members
    - viii. August—Leadership Retreat (Board & Councils, clergy, and Congregational Administrator when appropriate)
    - ix. September small group gatherings—engage and discuss, share with congregation
  - c. Plan for this year: Introduce the key items:
    - i. January Leadership Retreat –looking ahead at the preliminary Congregational goals for the next fiscal year prior to budget planning & canvass
    - ii. In Spring, can follow the new calendar
    - iii. Full implementation by next year
    - iv. Start this fall—small group meetings
    - v. Task force will set up implementation for this year

Board Meeting was adjourned at 9:50pm  
Respectfully submitted by Pat Vary, Secretary

September 4, 2015  
To: UUSG Board  
From: Deann Alleman, Facilities Team Leader  
Re: Property Projects Update & Request for approval

The Facilities Team requests approval of funding for the following project:

\$1850 to replace asphalt parking apron  
Actual cost: \$1650 to remove existing asphalt and install new asphalt surface plus \$200 contingency  
Vendor: Meyer Paving, Maple Park

After conferring with Kurt Heinz about his research of possible permeable paving solutions, we have concluded that there is not an effective solution within our cost range. The most successful method would be installing pavers which is a labor intensive project. We received four proposals for this method, ranging from \$9,200-\$12,400. Other methods that might be more reasonably priced come with other issues such as maintenance (weeds, cleaning) or slow drainage (which would lead to ice formation in the winter) or snow removal.

We are therefore recommending the most cost-effective solution which is to replace the surface with new asphalt. This will provide us with a firm surface for many years with minimal maintenance. It would not be cost effective to only patch. One company would not even bid on it as they have determined that it would not be effective. With Meyer Paving, the cost would be the same as full replacement as the \$1650 is their minimum for even showing up. And in the long run, it would cost us more as there would likely be need for regular patching, perhaps annually.

If we get approval at the board meeting we can proceed with getting the permit and scheduling the work which seems likely by the end of September or early October.

Meyer Paving, family owned and operated, has been in business since 1958. They have been very responsive; Katie has dealt directly with the owner.

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Updates on other projects (refer to attached memo from July Board meeting for details):

Touchup painting of sanctuary trim

\$2420 was approved by the Board in July  
Work will be done in Spring 2016 due to painter's schedule

Replacement of crumbling concrete step at James Street door

The contractor determined that this was not an immediate safety issue. David Tomell has filled the deteriorating areas around the railing; our handyman will seal these areas and cracks. The condition will be monitored.

Repair of sanctuary stucco

Our consultant (Neal Vogel) has advised that this can wait until next year but does not recommend a longer delay. He praised us for our careful attention to the condition of the building. We continue to explore other options for repair and training of volunteers. Master craftsman will be contacted directly to seek proposals.