

UUTC Board Meeting Minutes
January 23, 2018 @ 5:00pm

Present: Carol Moore, Peter Mockridge, Dave Roberts, Kay Webb, Cantey Carpenter, Brigid Fox, Wayne Smith, Rev. Ilene, and Gary Kendrick

Welcome, Check-In, and Opening Words: The meeting opened with a check-in and a reading by Carol.

Approval of the Minutes: A draft of the 17.11.28 Board Minutes was distributed to Board members prior to the January meeting. (The Board did not meet in December.) A motion was made and seconded to approve the November minutes; with no objection the minutes were approved by unanimous consent.

Minister's Report: The Minister's Report for January was distributed to members prior to the meeting. The report was accepted. Rev. Ilene highlighted the progress and the needs for several ministry teams. Efforts to staff team and committee positions continue. She updated the Board on final plans for her formal installation on April 13, 2018, at the Lutheran Church of the Good Shepard and for her 2017-2018 travel plans to several UUA functions. She shared goals for congregational development for the 2018 church year, including restarting Chalice Circles and developing a Hospitality/Social Events Team. She will be leading two courses on Sikhism, through ARE, in March and in April.

Treasurer's Report: The Treasurer's Reports for November 2017 and for December 2017 were emailed to members prior to the meeting. A motion was made and seconded to accept both reports; the reports were discussed and accepted as presented.

Dave shared that at the midpoint of the fiscal year, we have received 48.7% of our anticipated revenues and expended 49% of the approved budget.

During discussion, Dave reported that the outside financial review by Terry Andersen has been delayed due to the recent federal tax bill passage; a commitment letter is expected by the end of January. He reported that the recently installed Time Clock system is functioning as of January 1 and that the integration of VANCO and ACS is underway.

Administration Committee: A report from the committee was distributed to Board members prior to the meeting. The report referenced the addition of two Board-approved policies to the 2017 Edition of the Policy Manual and required Board action.

Peter made a motion to accept the committee's proposed revision and placement of VI. PROPERTY, Section K (page 9 of the 2017 Policy Manual) and Kay seconded the motion; the motion was approved. The approved policy for Signage Displays now reads:

K. Signage Displays. Any visual addition to surfaces facing common areas at UUTC must be recommended by a UUTC Team or Committee and approved by the Aesthetics Task Force or designee (UUTC Administrator). Visual additions include any signage, artwork, flyer, banner, or object, either temporary or permanent, affixed to any interior vertical surface of common areas or elsewhere on UUTC properties. Visuals associated with ARE and CRE activities may be displayed in the designated display areas within classrooms, the nursery, and the connecting hallway. The UUTC Administrator may immediately remove any materials posted without approval.

Peter made a motion to amend the proposed wording of V. FINANCE, new Section D (page 7 of the 2017 Policy Manual) to replace “a fund” on line 208 with “an existing fungible fund”. The motion to amend was seconded by Dave and was accepted by members. The amended motion was approved. The approved policy for V. FINANCE, Section D. Undesignated Contributions now reads:

D. Undesignated Contributions. Contributions to UUTC that are undesignated and less than \$500 will automatically be applied to the General Operating Budget. Contributions to UUTC that are undesignated and from \$500 to \$5000 will be designated by the Finance Committee for placement in an existing fungible fund that it deems best at the time. Contributions to UUTC that exceed \$5000 will receive a recommendation from the Finance Committee to the Board for placement in an existing fund and require Board approval.

Finance Committee: Gary Kendrick, a member of the Finance Committee, reported that the work on a preliminary budget proposal for 2018-2019 has begun. He shared that the committee has expressed a desire to remain in place for the next fiscal year (2018-2019); the Board endorsed the request.

Property Committee: There was no report from the Property Committee.

Advisory Council: There was no report from the Council.

President’s Report: Carol shared that Board Committees have been alerted to the need for Chairs-Elect to be named.

The Nominations Committee has been contacted regarding eligibility requirements for nominees to fill positions for members who will be rotating off of the Board in June. She reported that Susan Slocum will assist Peg Hall (Chair), as needed, and that Bart Renner has agreed to fulfill the term of Carolyn Fredley, who stepped down.

Finally, Carol reported that, in the absence of a Hospitality team, she has agreed to take on the responsibility of arranging for the Fall Picnic.

Memorial Garden Discussion: Due to time constraints, a discussion of Memorial Garden policy, procedures, and funding had been tabled previously until January. Documents related to the discussion were distributed to members prior to the meeting. The Property Committee had forwarded two policy proposals to the Board, one that included language regarding cremains and one that excluded language regarding cremains. The Board agreed that introducing cremains into the Memorial Garden would be inadvisable, so members agreed to eliminate that proposal. After realizing that the selected proposal from Property included both policy and procedures, Peter moved to pass the proposal on to the Administration Committee to look at policy implications and language; Dave seconded the motion. After some discussion of various points within the Property Committee proposal, the Board agreed that new policy involving memorialization should include the following:

1. A deceased UUTC Member will receive an engraved memorial leaf at no cost, when requested.
2. A fee will be required for a deceased UUTC Friend to receive an engraved memorial leaf, when requested.
3. Exceptions to this policy may be made in writing by the UUTC Minister.

With these amendments to the proposal by the Property Committee, the Board approved the motion to send the amended document to the Administration Committee for their consideration. Once policy language is determined, the Administration Committee will send its policy proposal to the Board for consideration.

The Board recommends that a Memorial Garden brochure/pamphlet be created, to include relevant policy, available services, procedures, memorial funding opportunities, etc.

Board Calendar Review:

Jan-Feb:

Tax-Exempt Status Application due - already completed

Minister Evaluation by Executive Committee

Budget Requests, Report to Congregation, Preliminary Budget by Finance Committee

Annual Review of Policy Manual by AdCom

Annual Review of Chair/Leader Rotations by AdCom & Ministry

Certification of UUA Membership – in process

Insurance Review by Finance Committee

Annual Employee Reviews, Salary Reviews, Employee Performance Reports

March:

GA Delegate Approval; SUULE Nominations

Annual Review of Board Operating Guidelines by Board

Sponsored Project Expenditure Priorities: A document, “2017-2018 Sponsored Projects,” indicating current status of completed and remaining projects, was distributed to members prior to the meeting. Based upon available funds and priorities indicated by a vote of Ministry Teams, Dave made a motion to approve expenditures from the Sponsored Projects Fund to fund the LED lighting needs and book racks for the choir chairs; Peter seconded the motion. The motion was discussed and approved unanimously.

GA Delegates: Carol reported that the UUA General Assembly is scheduled to meet in Kansas City, MO, June 20-24, 2018. UUTC is entitled to send four delegates. She and Rev. Ilene shared that they would like to send the UUTC Administrator to GA this year, as well as four delegates. The cost of registration per person (\$395) will increase after April 30. Dave reported that there are sufficient funds budgeted for four delegates plus the Administrator, though financial support for SUULE would be impacted. During discussion, it was agreed that, with a strong level of interest indicated by several UUTC members, financial support for four delegates plus the Administrator is worthwhile.

Other Business: Dave reported that he, Kay Webb and RK Young met with representatives of the Fire Department on January 23rd to consider the possibility of partnering with the Fire Department to raze #52 Varsity. After a preliminary walk-through of the property, the representatives from the Fire Department indicated that the house would be a likely candidate for a training burn. The anticipated cost of razing the house in this manner is estimated to run around \$5000. The Fire Department provided the appropriate paperwork to follow, should we choose to proceed. (The final “worst-case”

estimate from Dennis Ponder with RLC to demolish and remove the house was \$16,000.) Funding will need to be acquired before we can proceed with either the burn option or the demolition option.

Adjournment: A motion to adjourn was approved by unanimous consent. The meeting adjourned at 7:15pm.

Next Board Meeting: February 27 @5pm

Respectfully submitted,
Kay Webb,
Secretary