

UUCS Board Meeting.
June 11, 2015

Present:

Barry Halgrimson, Mark Kendall, Bill Vorachek, Chris Vogel, LJ
Frederickson, Rick Davis, John Prohodsky, Arrhiannon Kirkpatrick, Spence
Logan,

Guests: Elenie Smith, Paul Parmley, George Struble. Christi Olsen,

Chalice lighting: The chalice was lit at 5:02 pm by Barry with an
introduction of the new Board members present.

Consent agenda:

There is a slight change to the agenda that was sent to members. Mark
will be leading several items for the agenda. Barry explained the position
of the youth liaison and the need for new scheduling of the monitoring
program by the new board.

Chris moved and Bill seconded to accept the June agenda and the
minutes from the meeting in May. There were no abstentions and the
motion carried.

Review reports:

Minister: Rick requested that the new board members receive the mailed
report and there were some suggestions to have a Board installation. The
staff would like to suggest we hold the congregational meeting for 2016 on
May 22. Rick mentioned that he is working to select some new members
for the Committee on the Ministry because of those chosen in April both
declined. This is a discreet process. He will send around 8 names and
would like us to check four names before the end of the meeting. There
may be a bylaw amendment for this committee that has been suggested to
increase membership that it may be a two year and a four year selection
process for this committee. It will need to be adapted by the bylaws. A
copy of the proposed amendment is included in the packet.

Director of Religious Exploration

The final project of the has been completed. There is a need for youth
advisors. Parents may be involved. There will be meetings during the

week for YouthUU. Gil is the only one at this time. Volunteers are set for the summer.

Treasurer:

Lorna could not be here tonight. The treasurer's report is included. The income and the expenses are both below expectation. George has helped to deposit funds this week in excess of \$11,000 and another expected deposit of \$7500. Kendall noted that these amounts would likely put pledge receipts on track to make the 2014-15 budget given the Treasurers reported year-to-date revenues.

Review action list:

Fundraisers: Pot luck Father's Day picnic after service on the 21st. Barry would like some volunteers to help with organizing and setting up tables. Hopefully use paper products.

Discuss priorities of facilities team:

Mark will address the work of the facilities team assessments. There are three categories: should do, need to do, or want to do.

Often an outside interest may get priorities over others with personal funding interests. The team would like the Board to offer input on these items and what would be the best use of funds and fundraising. A summary list of projects is attached at the end of these minutes. The full list with ranking criteria is available upon request. The Facilities Team requested specific feedback from the Board on the following three items:

- Are these the right criteria for prioritizing projects?
- Looking out the next five years, is the list of Facilities priorities complete?
- Are there any projects that are of the highest priority or urgent to the Board regardless of criteria based ranking?

LJ believes that we need to look at how we can achieve these through fundraising, fund a need, etc.

There were some questions and Mark suggested that attending Facilities meetings will give more complete information. These have been identified and if we as a board have requests, we need to decide how to go forward with what has been identified and well as new ideas.

Rick asked about better signage that shows where we are and what we do.

The Board asked the Facilities Team to provide more detail on each of the Projects on the list. Those included:

- Additional information on the source of the cost estimates,
- The expected life of the improvement,
- Frequency and cost of future repair or replacement if it's maintenance related or requires maintenance,
- The cost benefit ratio, savings, or cost avoidance of the project,
- More detail regarding the specifications or particular characteristics of each,
- Funding method likely to be proposed by facilities (special fundraisers, Fund-A-Need approach....), and
- Benefits of the project to various users of UUCS facilities.

It is important to note what we are fundraising for, which should be one of the criteria.

GA meeting preview:

There are three presenters from the UUCS congregation: Gil, Kerby Geisler, and Rick are presenting.

Attending:

Randy Jones , Joan Erickson, LJ, Bill, Jean Sherbeck, Gil, Kerby, and Joan, and LJ are volunteers.

There will be a meeting afterwards to debrief.

Status of Ad Hoc committees:

The ad hoc committee considering the purchase of the adjoining property will host an open house and tour of the house and buildings on the 21st. There have been invitations sent to 80 people and there will be 10 people allowed to tour per fifteen minutes. There is a long list of due diligence criteria. There will be a meeting right after the tours for those who are interested in proceeding. Objectivity will be appreciated and we need to assure members that no decisions have been made.

Status of Chalice Lighter grant application:

Still waiting for a quote from the sound company. We could proceed once we get that and it may be in place before the winter holidays.

Review of Annual Meeting:

Consideration of Mark Kendall Voting Procedures

The bylaws are policy level documents and determine how we might develop certain procedures. We determine a quorum and use proxies as allowed by the Bylaws and use tun-adopted procedure. The draft procedures prohibit board members from voting any proxies in Congregational Meetings as is standard practice in most Boards and clarification of the quorum and voting counting procedures which conform with Roberts Rules of Order. Mark's work outlines the standards and step-by-step procedures for voting procedures. He gave some history and a glimpse into Roberts Rules of Order, how they are implemented. There is no provision for absentee voting in the bylaws and it is addressed through the proxy which allows for either transferring the right to vote as the proxy holder determines is appropriate, or voting specifically as the proxy issuer requests which is essentially absentee voting.

Mark would refer this for review to a committee or we might decide to go forward. Mark recommends that we review it in committee within the board. This item will be tabled until the new board is established. He will send it to the new board members.

Sign up for next year's board Monitoring Schedule. Each week through the 2014-15 year individual Board members agreed to serve as a Sunday Service steward for the 52 weeks to include Chalice lighter, general monitoring of activities, staffing the welcome table during coffee hours and closing and locking up the facility at the end of the coffee hour.

LJ and the new board will decide about the monitoring and it will be postponed until the next meeting.

The Internal Financial Review summary:

Phil made four points to be considered for financial review and to be considered by the Board.

There was a meeting to look at what the finance committee will focus their attention on and it is trying to decide fair compensation. There were some promises that we made but we have to make it a consideration. The HR people would like to have their requests heard. They are requesting an early release of the budget so that teams could defend their budget requests. Phil will distribute the notes.

Report from Thought Leader Breakfast

LJ is not prepared to provide an overview.

Decisions:

John moved to approve the minutes from the Congregational Meeting and Bill seconded. The minutes were approved with no abstentions.

David Jeffers has volunteered to fill the last position on the board and it is proposed that we vote on this. LJ brought a point of order that we need to know if he has been vetted through the nominating committee.

John moved and LJ seconded to accept David Jeffers to sit on the Board beginning July first for a one-year term. Arrhiannon will notify Mr. Jeffers of his appointment

Barry has suggested that the board could subsidize the use of a van or carpool to reduce costs for travel to General Assembly. Chris feels that we have given subsidies and that we should not dedicate any further funds. LJ concurred as did John. Bill asked if we have used all the monies set aside for such purposes. There were funds allocated and LJ believes there were no funds left. Barry wonders how many asked for and received the subsidies. There was no further discussion or decision.

Mark has a UUCS Security Policy and Procedure – Building Access for Board consideration and he would like to have a vote to adopt. The policies and procedures for the congregation are set before the board. The policy and procedure is included in the minutes of the meeting.

John has one point of clarity under the number of keys and codes. He is assuming that these are the same and it was clarified that each key is unique.

Barry made a good point in the exceptions to the rule. We need to consider that there may be exceptions to the rules. Mark pointed out that our security advisors and the insurance company suggests that we should not give keys to those who are short-term members. The proposal is from the facilities team. There should be something about lost or stolen keys. It is a well-written document and it should be shared with the facilities team that they have done a great job with it.

The Facilities Team will re-submit the UUCS Security Policy – Building Access policy and procedure to the Board for consideration at its August meeting to include:

- An exception to the building access exclusion of members with less than one-year membership,
- A training standard and description,
- A lost or stolen key procedure,
- A re-keying policy and/or fee procedure for lost keys, and
- How to keep the cost and incidence of false alarms down.

There was a suggestion of extending the youth advisor position for another year. Spence feels that it would be better to find a replacement for himself. It was suggested that Spence bring the names of the replacement candidates to the meeting in July.

John asked if the decision could be made by email.

Facilities team met last week. There needs to be a facility expense allowance. The facilities are asking for the board to approve the following.

Mark Kendall move that a check be prepared for Elwoods Tree Service on or before 30 June 2015 for follow-up mowing of the north parking area in August 2015 for the sum of \$650 from the 2014-15 Facilities Team budget and that payment be provided Elwood's upon provision of services. John seconded the motion. There was some discussion around the points of the motion. LJ wants it to be clear that Lorna did not think it was a good idea nor following best practices. As a clarification, the budget committee recognized that there would be monies unspent this year and we might need to follow through. John wants to know if it is a cash or an accrual process.

Would it have been appropriate for the facilities to have discussed this with the budget committee? There is no money in the 2015-16 budget for this procedure.

The motion carried with no abstentions.

Two other items came out of the meeting. Leadership has been discussed and the facilities team chose Paul Manka to lead the team. The request has been forwarded to the nomination committee. It is recommended that at the next meeting, if the nominating committee approves, then the new board could take action.

The facilities team has proposed a bylaws amendment to include an article

that would prohibit the board chair from being a member of any other committees or to chair other committees.

Rick suggests that we get some clarification from the committee. It may be possible for the clarification to come from this committee suggestion. It may not need an amendment to the bylaws. The purpose is to make it a petition of the congregation.

It is suggested that we give the facilities team some guidance on procedures and that we look at the reasoning. There will be some discussion at the team council meeting on Sunday. We only need to indicate we received the suggestion. There is no action to be taken at this time.

Procedurally, we have a nominating committee that advises about the duties of various board positions. George thinks they want to call a congregational meeting and to take the decision to the congregation. However, it is up to the nominating committee to decide who will chair the committees. The next meeting is June 30 and Rick has volunteered to go to the meeting to gather more information from them about what is motivating this procedure.

George suggests that we simply take it as information and allow it to go from there.

Paul asks about how it could be to call a congregational meeting. There is no decision to be made at the board level. The board could amend the bylaws. So can the congregation. There is a reason behind this amendment suggestion. Is there a better way to facilitate this?

Barry thanked the members of the board who are leaving and the members of board gave a thank you to Barry for his service this year. Spence also thanked the board for his great experience.

LJ moved to adjourn and John seconded. The motion carried with no abstentions.

Attachment A. Facilities Projects List and Prioritization Criteria
(Excerpted from Spreadsheet)

Surrounding sidewalks and ramp access to the courtyard

Exterior painting and window flashing

Sound and audio-visual update

- Sanctuary Sound
- Sanctuary Projector
- Sanctuary WiFi Systems
- Nanneman Hall Sount

LED Lighting

- RE and Corridor
- Sanctuary
- Narthex and Offices
- Hanneman Hall
- Outdoors

New Carpet

- RE, Offices and Corridor
- Sanctuary and Narthex

Hanneman Hall Floor refinish

Security System –Exterior and other Cameras

New Roadway Signage

Replacement Septic and Sand Filter

Cardlock entry

Solar Electric System

Water heaters (replace main add booster kitchen)

Kitchen Freezer - Refrigerator

Toilets

Well water Treatment System

HVAC System Controls Modernization

Air Conditioning Hanneman Hall, Sanctuary, Offices

Acquire adjacent Residence and 2 Acre Parcel

Decision and Priority Criteria:

Maintain facility integrity

Aligns with UUA/UUCS Principles and Values

Recover deferred maintenance

End of lifecycle replacement

Lost opportunity cost – consequence of no action
comparison

Enhance the quality of the worship experience

Urgency

Cost

Grow UUCS influence/presence in the community