

## UUCS Board of Directors Meeting

### Attending:

Lynn Cardiff, Chair  
Joanne Manson, Vice Chair  
John Prohodosky, Treasurer  
Benjahmin Boschee  
Cherryl Ramirez  
Joel Woodman  
Richard Davis (Ex Officio)  
Monica Jacobson-Tennessee (Ex Officio)

### Staff:

Samantha Scales:

The meeting was called to order at 6:05 p.m.

### Chalice Lighting & Centering Thoughts:

The chalice was lit and centering thoughts were provided.

### Visitors:

Jo Nathan - Committee on Human Resources (CHR), Chair  
Joel Martin, Tom Lancefield - Facilities Team

### Housekeeping:

Lynn introduced Jo Nathan, Chair of CHR to review CHR responsibilities for organizational change. CHR clarified its role in technical administrative review and recommendations on proposed changes to existing staff positions, new staffing position proposals, including contracted positions, and volunteer positions that are on-going and provide sustained functional services. Where any of these staffing issues have a financial impact, the recommendations from the CHR go to the Financial Team for review and recommendation. All recommendations from these administrative committees go to the UUCS Board for final review and approval.

This CHR clarification was important background on the vacant pianist position recruitment. It was asked whether the pianist position was a permanent position that was previously authorized as permanent by a previous UUCS Board. Jo Nathan indicated it was and that it was a fixed .25 salaried position. The Board thanked Jo Nathan for this clarification.

The remainder of the Housekeeping items were reviewed at the end of the meeting.

### New Business:

The Facilities Team presented a recommendation to purchase a replacement for the Heating and Ventilation control system for the UUCS building. The Facilities Team discussed the background for this proposal. The Board addressed the issue two years ago as an urgent need and set aside funds in a 'building maintenance reserve' fund for the project. While the UUCS facility has many maintenance issues that need to be addressed, this particular building system, the HV control system is the top of the priority, because multiple functional areas in the building rely on the system. The current control system is not readily manageable or reliably

functional. The Team had a HV System Assessment done and determined that best option was a controls upgrade, which could be readily implemented with the funds available. This upgrade will improve functionality. It will allow for heated air to come in the building when CO2 levels register as too high (in the winter). And the new controls will allow for cool air from the outside to be brought inside the building (in the summer) when the air outside registers cooler than the inside air. Additionally, the new system can be controlled remotely. The Facilities Team reviewed 3 proposals for providing this computer control system and had the assistance and evaluation from a consulting engineer who helped evaluate the UUCS current system and to recommend the proposals that best addressed the issue.

As a result of this extensive review the Facilities Team recommended to the Board that Long Building Technologies be the selected vendor.

After a number of clarifying questions from the Board, Joel Woodman moved and it was seconded that the Facilities Team recommendation be accepted. The vote was unanimous.

The Chair of the Board as the signatory authority on behalf of the UUCS then signed the contract for the approval of this selected vendor.

The Board went on record to state its appreciation for the excellent work and dedication of the Facilities Team for the work that has been done so far.

#### Consent Agenda:

John moved and it was seconded to approve the UUCS Board March meeting minutes. The vote was unanimous.

#### Regular Reports:

Treasurer's Report - Income and expenses are tracking with projections. John noted that pledging for the coming year is down. Further outreach is needed. John reported that a subcommittee of the Finance Team, the 'Investment Committee', has been formed with Paul Manka is the chair (serves 3 yr term), Joel Woodman (serves as 2 yr member), and there is a 3rd open member position pending that will serve a one year term. There was discussion about comparing the "desired" budget (based on teams and board inputs and requests (but not Board approved) that funds are currently not available to fund) compared to the projected pledge budget.

Minister Report - Rev Rick reviewed the need for an on-going, year-around Pledge Drive Team. He has invited members to join this Team. According to the By-Laws, this Team is administratively under the purview of the Finance Team. The Board requested that the purpose and activities of a year-around Pledge Drive Team be clarified. Rev Rick offered that there is a webinar coming up on May 22 & 30 2018 that would provide specific UUA training on forming and having a year-round Pledge Drive Team. The Board asked that information on this Webinar training be provided in the newsletter and that a recorded link be provided for future reference for the UUCS Pledge Drive Team. It was also asked that the Finance Team e-mail the nominating committee to request a potential Chair be identified for this Team and that they be invited to this Webinar.

Rev Rick discussed that he was working with the Worship Team to undertake a follow-up discernment process regarding having two services. The goal is to ensure that UUCS services and spiritual message are provided in the best quality and reaching the most people in the Salem area community. While providing two services was identified as a method for achieving this, it was recognized at the time when UUCS started doing two services over 2

years ago that the outcomes and results would be reviewed, and UUCS would determine whether 2 services was the best way to achieve this goal. Rev Rick just wanted the Board to know that he was proposing this review to get underway and to check in on whether this was good timing to do so, with the goal of having a recommendation for how to proceed for the Fall services. The Board concurred with this timing.

Team Council Report – The Team Council March 23, 2018 meeting minutes was sent to the Board by email. Some individual Team reports meeting summaries were forwarded. This has not been a consistent practice, but needs to become one. Teams were asked for updates of their Purpose Statements, projected goals for the coming year, and 5 years out if possible as well as a one-page summary review of the Teams’ efforts and accomplishments over the past year. Joanne also provided the Board with a draft of the proposed Team Council Purpose Statement which was also forwarded to the Team Council for review and recommendation at their next meeting May 3, 2018.

Religious Education Report - Christi sent a summary of RE activities from the past month to the Board via email.

Benjahmin moved and it was seconded to acknowledge receipt of the reports. The vote was unanimous.

#### Special Reports:

Strategic Planning Committee –Benjahmin provided a report on the status of the Strategic Plan development. The Committee is continuing to meet to work toward providing a plan for the Board as requested – but it does not appear that they will make the April 27, 2018 deadline to put the report on the Agenda of the Board for the Annual meeting. Joanne asked about the anticipated length of the report and what challenges the committee was encountering toward completion. Benjahmin reported that the team is looking at a review of the foundational work that has been done to date, and is trying to relate this to capturing the needs that drive a congregational foundational shift from pastoral to programmatic governance. He noted that some of that the committee has observed that some of that shift is occurring naturally already. The Board acknowledged receipt of this status report.

New UUCS Sign – The Board received a status update.

#### Housekeeping Items Continued

Lynn discussed the confirmed Board delegates to the upcoming UUA Regional Assembly April 28-29, 2018 in Portland: Lynn, Benjahmin, and John are signed up; Joanne and possibly Sharon Pierson will also sign up. The deadline to confirm is April 20, 2018.

The Annual Meeting is May 20, 2018. The set-up time is 11:00. The meeting will start no later than 12 noon. Agenda Review and Tasks Assignments: Lynn reviewed an example of the meeting agenda and potential agenda items.

April 12, 2018

The resolution Opposing IP22 is still being considered and would need draft to for presentation on the Executive Committee agenda by no later than April 18.

The Draft Sanctuary Policy is completed along with a Memorandum of Understanding with an appropriate Nongovernmental Organization. A suggestion was made to report progress at the Annual Meeting.

Lynn has not yet received these names from Nominating Committee on the recommended Board Nominees for the coming year. Need to follow-up with Nominating Committee Chair.

It was discussed and agreed that the Teams' one page 'year in review' summaries would be provided as handouts on each table at the Annual Meeting. It was also suggested that Joanne introduce each Team Chair and have them provide 'highlight' from their 'year in review'.

It was also suggested that the budget be presented as is, but that an additional graphic be provided that shows the projected budget versus the 'desired' budgets. The desired budgets represent goals that were drafted by the Teams based on the Purpose Statements for the coming year and by the Board Statement of Priorities that was submitted to the Budget Team. Joanne indicated that she would work with John on developing this graphic.

Lynn reported that most Annual Meeting Tasks had been assigned, except for Food Coordinator. Joel and Benjahmin volunteered to Co-chair this effort.

Old Business  
None

Assignments for March and April

Board Retreat is Wed, April 18, 2018, 6:00-8:00pm.

Executive Committee meeting is Wed, Apr 25, 2018, 4:00-6:00pm.

Newsletter deadline is 27 Apr 2018. Board must have info on Annual Meeting in the newsletter and posted online by no later than April 27, 2018.

The next Board meeting is May 10, 2018, 6:00 p.m. – 8:00p.m.  
The Annual Meeting is on Sunday, May 20, 2018, starting not later than 12:00noon.

The Chalice was extinguished and closing thoughts provided.

The meeting was adjourned at 8:19 p.m.

April 12, 2018