

## UUCS Board of Directors Meeting

### Attending:

Lynn Cardiff  
Robin LaMonte  
Benjahmin Boschee  
John Prohodsky  
Joanne Manson  
Janet Stevens  
Julie Warncke  
Christine Ertl

### Staff

Samantha Scales

The meeting was called to order at 5:35 p.m.

### Chalice Lighting & Centering Thoughts:

The chalice was lit and centering thoughts were provided.

### Visitors:

Vicki Cunningham – Sign Committee  
David Jeffers and Sara Pickett – Sanctuary Remodel Committee

Vicki Cunningham made a presentation on the proposed UUCS sign. There was discussion about the background of the sign proposal. The UUCS sign is difficult to see and is not inviting. Reverend Rick has been concerned about the inadequacy of the sign for a couple of years. In 2018, the UUCS Board approved an ad hoc sign committee. The sign committee solicited information on a sign, and received a bid of \$11,500 for a hybrid sign. The center section would be illuminated, and the remaining panels would be vinyl and polymetal. There is an additional bid of \$6,295 to extend electricity to the sign. Some of that cost could be reduced if UUCS used volunteer labor to dig a trench for the electrical cable. There will also be a minimal additional cost for inspection relating to building code compliance. There was discussion about the Board estimate of cost. The Board had proposed a \$10,000 budget. However, this information was not communicated to the sign committee.

David Jeffers and Sara Pickett provided a schematic of a remodeled UUCS sanctuary. The plan is to construct a permanent stage at the front of the sanctuary, with movable risers in the Southwest corner for the choir. The stage and choir risers would need to be constructed. The estimate is that once begun, construction will take approximately one month. The hope had been to have this implemented by the Flower Communion Sunday in September, but this timeline is not feasible. All of the construction would be done with volunteer labor, and volunteer availability affects the

timeline. There was some discussion about how the plan would affect seating capacity. The Fire Marshal has set sanctuary capacity at 264. This plan would possibly reduce the number of chairs in the sanctuary by 6. The number of people attending combined services was analyzed, and the average is a maximum of 250 people, excluding holiday services. Estimated cost is \$2,500 for framing and lumber for the front and risers. Around \$7,500 to \$10K would include new furniture for the front. These costs do not include carpeting, which will need to be replaced in the near future regardless of sanctuary remodeling plans. The Board will discuss this plan at its August retreat and has requested that a summary of costs and timelines be provided for the August retreat.

#### Board Action (deferred)

There was discussion on the proposed sign, including the design and cost. There was discussion about the source of the funds. A suggestion was to hold fundraising events for the sanctuary and sign costs. However, there is no fundraising chairperson at this time, and there would be a need for someone to take responsibility for that effort. The Treasurer briefly discussed the status of the budget and the pending issues that must be addressed. After discussion, proposed action on the sign issue was deferred until Treasurer has reported on the budget.

#### Housekeeping:

There was discussion of coffee service and welcome table schedules. The Board has coffee services on October 28. Lynn will send the updated schedules to the Board.

There was discussion of the need for Board liaisons to committee or teams. The liaison will be able to update the committees/teams with Board activities and update the Board on their activities, to improve overall communication. The following assignments were made:

- Janet Stevens will be the liaison with the worship team.
- Lynn will be the liaison with Religious Education.
- Christine Ertl will be the liaison with the Safer Congregation and Music teams.
- Benjahmin Boschee will be the liaison with Committee on Human Resources.

The Board needs to find liaisons with the Membership/Fellowship Committee and with the Communications Team.

#### Informational Items

Bookmobile parking – As reported in the newsletter the Executive Committee authorized the Bookmobile to park at UUCS for the summer. There is a verbal agreement on bookmobile parking and the issue of a minimal parking fee is being reviewed. Adjustments to the agreement will be made in the fall.

The Board will meet on August 13 at 5:30 with the Generosity Team. The Team is seeking a Board vision and priorities to help with the pledge drive.

Facilities and Capital Project priorities list was distributed. There was a brief discussion about how the list was prioritized.

Reports that were received from Teams were provided with the agenda.

Consent Agenda:

June Board Minutes – The minutes were reviewed and it was noted that the date in the header should be corrected.

John moved and it was seconded to approve the June Board minutes as corrected. The vote was unanimous.

Regular Reports:

Treasurer – There was discussion about the status of the budget. There is a net \$9,767.92 of income over budget at the end of the Fiscal Year due to fundraising activities unique to the past Fiscal Year. However, \$2,538.93 of this revenue will be transferred to the Suspense Account to cover a deficiency in that account. There are a number of significant potential risks that the budget faces, including the potential impact on revenue from changes in US trade policies. The reserve funds are inadequate to cover potential emergencies. There was discussion of the use of one-time funds and the potential cost of salary adjustments both for the current Fiscal Year and ongoing.

Vice Chair/Team Council – The Team Council did not meet in the past month, so there was no report.

Minister Report – The minister is on vacation so there is no report.

RE Report – There was no report this month as the RE Director is on vacation.

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

Special Reports:

Benjahmin provided an oral report from the Strategic Planning Steering Committee. The Strategic Plan will be a five year plan. The Committee is very close to being done. The Plan is mostly written. The Committee will be meeting next week to work on finalizing the Plan. There was discussion about all of the ad hoc work going on by various committees, which are not coordinated. UUCS is moving from a pastoral to a programmatic governance structure. This Plan is part of the shift to programmatic governance, and this Plan, when adopted, should help with coordination. The Board notes that it needs a draft soon, and asked if a bullet point summary might be available.

Joanne moved and it was seconded to acknowledge receipt of the special report. The vote was unanimous.

July 12, 2018

New Business:

The Board discussed whether or not to fund a new sign. It was noted that the size of the congregation has remained stagnant for several years, and that an attractive and readable sign might invite new attendees.

After the Treasurer report and the review of pending costs, including staff salary adjustments, there was concern about using one time funds for this expense.

John moved and it was seconded to table the decision on funding a new sign until after the Committee on Human Resources and the Finance Team identify the cost of salary adjustments, which will occur by the September 1 deadline. The decision on funding the sign will be made at the September Board meeting. The vote was unanimous.

A copy of various Board policies was distributed. These policies are housed in various sites and have not been updated, consolidated or published. Sam noted that policies are not official until they have been adopted by the Board and published on the web site. The Board agreed that a process for updating existing policies, establishing a policy manual and publishing the policies will be addressed at the July 18 Board retreat.

Assignments for July and August:

The Board Retreat is Wednesday July 18, 2018, 5:30-7:30 p.m.

The Board will meet with the Generosity Team on August 13 at 5:30.

Lynn will provide the Board with a schedule of times for coffee service and the welcome table.

Chalice lighting will be assigned at the retreat

The Chalice was extinguished and closing thoughts provided.

The meeting was adjourned at 7:55 p.m.