

Board of Trustees Minutes: Tuesday, April 12, 2016

Meeting start: 7:00 p.m.

Attending: Carol-Lee Baker, Roger Bailey, Lee Cornell, Rev. Alison Eskildsen, Linda Gilbert, Jane Mayer, Rich Rayburn, Karen Solheim, Barbara Teskey, Liz Weaver, Bob McArthur

I. Meeting responsibilities (5 min)

7:00-7:05 p.m.

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
April	Liz Weaver	Lee Cornell	Rich Rayburn	Roger Bailey
May	Barbara Teskey	Linda Gilbert	Carol-Lee Baker	Carol-Lee Baker then Lee Cornell (July)

*See [Stepping Forward Together Program Year](#) for monthly topic suggestions for opening words.

Please note: Please read all linked documents prior to the board meeting. They will not be discussed in detail unless questions exist. Links are included in the agenda for background and can be displayed on the monitor during the meeting for reference.

II. Opening Words and One-word Check-In (5 min)

7:05-7:10 p.m.

III. Consent Agenda (5 min)

7:10-7:15 p.m.

A. Approval of 04.12.2016 agenda

Approved by consent, with flexibility.

B. Approval of [03.08.2016 minutes](#)

Approved by consent.

IV. Guest Comments (15 min)

7:15-7:30 p.m.

Architect review and recommendation, further action in 2016

Bob McArthur, Steering Committee Chair

Architect Info: [Architect Fee Comparison](#), [Architect Proposal](#), [HWA-UUFA Contract](#), [Contract/Fee Clarification](#).

Expanding Our Vision (EOV) Info: Description of [EOV Teams](#), [EOV Team Members](#), [EOV Work To Be Done](#) thru December 2016.

Bob summarized the work of the Architectural Task Force from December 2015 to present which narrowed a list of architectural design firms to three. All three firms were considered well qualified, and Houser Walker Architecture (HWA) was the unanimous recommendation of the Task Force to provide UUFA with the architectural concept design for building expansion. In addition to their qualifications and experience, HWA gave extra attention to site visitation and plans to interface with the Congregation. They have expertise with church projects and are the official architectural firm for the Episcopal Diocese of Georgia. They are sensitive to LEED certification levels, within feasibility, and worked on the Sandy Creek Nature Center. The design process is expected to run from May through early September.

The Architectural Task Force worked with the Feasibility Task Force and consultant Barry Finkelstein to plan the structure of a capital and building campaign for accomplishing our goals. Called Expanding Our Vision ([EOV](#)), this campaign is broadly outlined and ready for discussion with the Congregation, in committees, and with leadership during the next 5-6 weeks.

Architect and EOV planning information will be presented at the [Town Hall, Sunday, April 24 at 10:00 a.m.](#)

V. Big Picture Discussion (15 min)

7:30-7:45 p.m.

- Expanding Our Vision -- Continuation of Section IV.

Rich and Rev. Alison will prepare the costs list detail (architect and feasibility consultant), with an email copy to the Board, to guide the Finance and Investment Committees and bookkeeper in allocation of payments from specific

accounts. Architect billing will be divided and occur at the end of each month of the design process (approximately May-Sept). Additional capital campaign training with Barry Finkelstein will occur in the Fall.

**Motion: To approve the selection of Houser Walker Architecture as our architect and authorize the President to sign the HWA-UUFA Contract incurring the expense to the Fellowship.
(Lee/Linda) Approved unanimously.**

VI. Unfinished Business (20 min)

7:45-8:05 p.m.

A. Annual Budget Drive debrief, suggestions for next year

Carol-Lee

The shorter budget drive was more visible and successful than in the past. However, there still are many non-pledge members leaving us somewhat short of our goal.

Strengths were: Mini-kickoff; focus on pledging by one specific day; celebration of leaders and financial supporters; excellent hoopla skit by Karen and Lee.

Weaknesses were: Last-minute calendar changes; initiating a new database during the pledge drive (one-time occurrence); not having a team in place earlier to make a schedule and keep to it.

Suggestions: Schedule space and time early and make it a priority; allow time during services throughout the year to convey messages; education that pledging is how we plan our program year; make easily understood and visible budget materials (like a pie chart); keep the good hoopla; limit time of actual budget drive; keep the celebration atmosphere at pledge time.

The Capital Campaign will combine with the pledge drive in 2016-17 and can work now with the Leadership Council to be part of the calendar for next year.

B. Minister Evaluation -- Reminder to complete and send to Linda by mid-April

All Board Task

Each Board member will complete a form and submit it to Linda (do not submit to UUA). Deadline: April 22.

C. HVAC research; other Building & Grounds

Lee

The Board discussed and approved two critical maintenance repairs. The air compressor in the sanctuary is not working and has reached the end of its repairable life. We could expect inside temperatures of 80+ degrees if no action were taken. The HVAC research team investigated options and offered its recommendation for system replacement. System efficiency will be improved. Separately, estimates were reviewed for parking lot erosion stabilization. Both repairs were considered of immediate concern.

**Motion: To replace the air system in sanctuary with the recommended unit from Jordan Air and to authorize the Congregational Administrator to proceed, drawing funds from BOA capital campaign seed money restricted funds.
(Linda/Roger) Approved.**

**Motion: To repair parking lot erosion, drawing funds from BOA capital campaign seed money restricted funds.
(Rich/Linda) Approved.**

Rich will work with the Finance and Investment Committees and bookkeeper to allocate payments and move funds from emergency reserve investment accounts.

VII. New Business (25 mins)

8:05-8:40 p.m.

A. Confidentiality Agreement, policy and procedure

Lee

**Motion: To accept the confidentiality form as written.
(Rich/Karen) Approved.**

The form will be printed on UUFA letterhead and signed by leadership, staff, and volunteers as needed. The Nominating Committee will be advised to let incoming nominees know that a confidentiality agreement is expected.

B. Appointment of Board President for 2016-17

Jane

**Motion: To appoint Lee Cornell as President of the Board of Trustees for 2016-17.
(Carol-Lee/Karen) Approved.**

- C. Nominating Committee [Letter to Board](#), FYI [UUFA Bylaws on Nominating Committee](#) Jane
1. NC appointment to fill unexpired term of Debby Perry (through June 2017)

**Motion: To appoint Dan Everett to fill Debby Perry's unexpired term on the Nominating Committee.
(Carol-Lee/Lee) Approved.**

2. Board Appointee to NC for 2016-17

Tabled for consideration at the next meeting.

3. Set deadline for submission of nominees for the Committee on Shared Ministry

Deadline: end of May

- D. Town Hall, [April 24 agenda](#) Jane

The agenda will include discussion of the 2016-17 budget and the building expansion/feasibility study.

- E. Annual Congregational Meeting, [May 15, 2016 agenda](#) Jane

The agenda will be refined and concluded at the May Board meeting. Some speakers and discussion items need to be confirmed. Barbara will work with Shaye to circulate an April letter with reminder of the Town Hall and Annual Meeting dates. A follow-up letter will go out in early May with supplemental information, as specified in our UUFA Bylaws, in preparation for the May 15 Annual Congregational Meeting.

- F. General Assembly delegate lottery -- **no lottery required** Karen

- G. Authorization for President to sign contract with HWA -- **Motion to authorize is in Section V, above.**

- H. Date change reminder -- May 3 (first Tuesday) Board meeting, with called meeting on May 10 (if needed)

I. Addition to Agenda -- More hours are needed to bring the new Realm data system up to its full function. Lee requested permission for 30 days of administrative access to the new database to provide necessary set-up and configuration. He offered to donate his assistance after signing the Confidentiality Agreement.

**Motion: To give Lee Cornell 30 days' administrative access to Realm to set up the new data system.
(Rich/Roger) Approved.**

VIII. **Reports** (15 mins)

8:40-8:55 p.m.

- A. Minister Rev. Alison

Rev. Alison officiated a Ministers Retreat at The Mountain last week and will attend a Justice Retreat in Atlanta next week.

- B. [Treasurer's Report](#), budget comparison 4 years up to 2015-16 Rich

The Finance Committee scheduled an extra meeting to work on the 2016-17 budget. The pledge goal was \$316,000. Pledges are close, but below the goal. A 2% salary raise may not be feasible. Some pledges are still arriving. The Finance Committee is making phone calls and will meet again next week to draft final figures. The Finance Committee is also working on Share-the-Plate reporting, looking at new banks, and updating policies. Income and expenditure flow is good.

Board of Trustees Meeting April 12, 2016

Rich and Rev. Alison will develop a costs list for the capital campaign (architect and feasibility consultant) through this calendar year.

All Board members will submit Minister evaluations to Linda by April 22.

Rich will work with Nora to pay immediate HVAC and parking lot maintenance expenses out of BOA and notify the Investment Committee of Planned Giving reserve funds transfer for expenses for the capital campaign costs list.

Barbara will advise the Nominating Committee to let future nominees know that a confidentiality agreement is expected.

Barbara will work with **Shaye** to circulate April and May letters in advance of the Town Hall and Annual Meetings.

Board of Trustees Meeting March 8, 2016

Rich will work with Thrane Jensen and John Olive to draft the job description of Assistant Treasurer.

Karen and Carol-Lee will head a task force to plan the 15-year service recognition for Shaye.

Roger will write the Tapestry article for May.

Board of Trustees Meeting February 9, 2016

Linda will collate the Minister evaluations.

All Board members will consider membership for the Personnel Task Force (to complete Personnel Handbook and work on employee evaluations).

Board of Trustees Meeting January 12, 2016

Rich will calendar a 6 month Investment Committee Performance Review by the BOT---Treasurer.

Board of Trustees Meeting December 8, 2015

Rev. Alison will collect data for discussion of RE attendance.

Board of Trustees Meeting November 10, 2015

Board will set up task forces for: Personnel, Policies and Procedures.

Liz will contact the Green Sanctuary Committee to suggest updates to the Board for the Policies and Procedures Manual Section 16 Protecting the Environment.

Lee will send letter to **Rev. Alison** and Ministry Council asking review and update of Policy 17.e Safe Congregations and other policy recommendations that need Ministry review.

Rich will ask Finance Committee to review Policy 13 on Childcare financial matters.

Board of Trustees Meeting October 13, 2015

Lee will communicate the Board's recommendation for Building and Grounds to **Rev. Alison** to review and pass on to the Ministry Council.

Meeting adjourned: 9:30 p.m.

Dates

1. [Board 2015-16 meeting dates](#)
2. [2015-16 Planning Calendar](#) of Board Items; migrated to Google Drive 11/10/2015
3. Important upcoming dates:

April 24, 2016, Sunday, Town Hall, between services

May 3, 2016, Tuesday, Board Meeting, 7:00-9:00 p.m., NOTE NEW DATE

May 15, 2016, Sunday, Annual Congregational Meeting

Future Agenda Items

1. AUGUST AGENDA -- Reinstitute Personnel Task Force (formerly Jane, Carol-Lee, Rich, Alison) -- Tabled from 2/9/2016. Goals of the task force are: (1) To complete the UUFA Personnel Manual, already in progress, including reviewing the format; and (2) To facilitate collection of employee evaluations.
2. Scope of Chief of Staff
3. Capital Campaign anxiety
4. Disruptive behavior
5. Discuss UUA services available to UUFA for fully funding GIFT (Generously Investing For Tomorrow).
6. Administrative office hours. Do we have sufficient coverage? Do we need additional staff hours? Do we need to change the emergency contact list?
 7. Set annual review schedule of employee and service contracts. Each April (?), Board review of staff contracts. Each November (?), Finance Committee review of service provider contracts.
 8. New Building & Grounds Policy, after review by Lay Ministry.
 9. Policies and Procedures Task Force to complete needed review and updates.
 10. After Morgan has returned from sabbatical (January) and can meet with the RE Committee, schedule a Big Picture discussion on RE, including attendance data and projections.
11. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
12. MAY AGENDA -- Minister evaluation report
13. MAY AGENDA Big Picture -- Proposed [Bylaws change, Voting Member](#)
14. JUNE AGENDA -- review Assistant Treasurer job description for inclusion in policies.
15. JUNE AGENDA -- Communications -- OOS and Weekly Email Announcements scheduling and priority
16. JULY AGENDA -- Review Planned Investment Policy (adopted 1/12/2016 contingent upon 6-month review).
17. AUGUST AGENDA -- Board to nominate two new members for Finance Committee.
18. **MAY AGENDA -- Board appointee to Nominating Committee for 2016-17 (tabled from April).**

Next meeting: May 3, 2016 (NOTE -- FIRST TUESDAY)
