

## **UUFCO Board Meeting**

August 11, 2016

Location: Conference Room

**Attending:** Mark Hickman, Wendy Howard, Max Merrill, Dick Barber, Greg Byrne, Amy Falkenrath, Sue Clarke

**Absent:** Paul Bennett, Antonia Won

**Guests:** Lew McFarland, Greg Holmberg, Leslie Koc, Jan Lindeman, John Rhett

**Called to Order:** 6:00 PM

**Minutes written by:** Sue Clarke, Recording Secretary

### **Board Support for Political Measures/Candidates**

**Background:** Hickman had surveyed board via email in July regarding various requests for president/ board support for political issues. Feedback indicated board did not think this was appropriate or wise.

**Discussion:** Hickman surveyed board again, using a specific example of whether or not to declare support for an Oregon ballot initiative, in order to put decision into minutes as official. There is board policy against such action and the board again concurred that this was not appropriate given fellowship's 501C3 status.

**Action:** No board action will be taken on position statements about political measures or candidates

**Agenda** for this meeting was approved.

**Reference Document:** UUFCO Board Meeting Agenda August 11 2016.pdf

**Consent Agenda:** July board notes and July financial statement accepted

**Reference Documents:** board minutes uufco July 14 2016.pdf, EOM Board Reports July16.pdf

### **Solar Panels Presentation**

**Background:** Discussion of placement of solar panels on roof of fellowship has been an on-going discussion since New Home project was undertaken.

**Discussion:** Lew McFarland along with Greg Holmberg presented information about his initial fact-gathering on this possibility. He has received tentative cost estimates from two firms and is proposing establishing an investment group (LLC), Solar Friends of UUFCO, who would receive tax credits, and depreciation for 5 years before donating panels back to fellowship. An attorney and tax accountant would need to be retained as well as involvement of our insurance agent.

**Reference Document:** UUFCO Solar8116-2.pdf

**Action:** Board had a generally favorable impression of presentation and would like to see more information gathered before considering any action.

### **Settled Minister Search:**

**Background:** Board needs to set budget, spending authorization, and appoint a negotiating team. The search committee is up and running, and is in need of these remaining elements to do its work.

**Discussion:** Judy Trask has been selected as treasurer for search committee. A credit card will be issued for committee's use. She and Tom Wykes (committee chair) will sign off on expenses. The budget proposed by Dick Barber is \$10,700, which is \$2,200 more than what we set aside last fiscal year for this purpose. Dick made reference to the Preparing for the Search Handouts during his presentation.

**Action:** Byrne moved to accept new budget; Merrill seconded; unanimous approval.

**Discussion:** Negotiating team needs to be appointed to put together financial packet for new minister. Board recommended Amy Falkenrath, Tom Wykes, and Dick Barber.

**Reference Documents:** Ministerial Search Committee Budget.pdf, PreparingfortheSearchhandouts.pdf

**Action:** Howard moved to approve appointments; Merrill seconded; unanimous approval.

### **Endowment Committee:**

**Background:** After the recent death of committee member Christine Boyer, Endowment Committee needs another member. It is the board's responsibility to elect such a replacement member for the Endowment Committee.

**Discussion:** John Coltman made a recommendation to Hickman of Linda Crouse to temporarily fill the vacancy until vote at next annual meeting.

**Action:** Falkenrath moved to approve temporary appointment; Byrne seconded; unanimous approval.

#### **Board Role in Committee Chair Vacancies:**

**Background:** Board has responsibility to find chairpersons for any committees that fall under the board's sphere. The minister is responsible to fill chair positions that fall under programming. This conclusion is drawn from a general understanding of roles and responsibilities, and not a clearly articulated set of policies or guidelines.

**Discussion:** There is a need for board to find a chair for the Stewardship Committee. Several names were suggested. Some other board committees are also missing chairs, but Stewardship is the most critical.

**Action:** Two members will be approached about interest. Board will discuss options again at next meeting.

#### **Pay Equity:**

**Background:** The board is committed to pay equity for UUFco employees.

**Discussion:** It was brought to the board's attention that one of the RE teachers was still being paid on the child care provider scale.

**Action:** Hickman moved that person's pay be increased to the hourly \$16.25 rate reflected in the total annual budget FY 2016-17 of \$1014.60 retroactive to July 1, 2016; Merrill seconded, unanimous approval.

#### **Governance Task Force Consulting Contract:**

**Background:** Howard sought consultants to work with Governance Committee to insure that UUFco is doing the right kind of work in an appropriate sequence as it progresses towards a policy governance structure.

**Discussion:** Howard contacted three consultants, but only one met board's budget and offered the kind of consulting services envisioned by her committee. She recommended that Dan Hotchkiss be employed for that position with a \$3,000 fee. John Rhetts, co-chair of committee, will serve as the main contact person with Hotchkiss.

**Reference Document:** GTF consulting Proposal From Dan Hotchkiss.pdf

**Action:** Hickman moved that contract with Hotchkiss be undertaken; Falkenrath seconded; unanimous approval.

#### **Policies:**

**Background:** Information Access Policy has had a first reading, and is being presented to board today for approval.

**Discussion:** Hickman presented a possible new addition to policy statement for discussion, related to a likely future policy around recordings made on uufco premises. Board discussed whether it was clear and necessary for approval now, or if we should wait, with both pros and cons presented. A small change was suggested by Greg Byrne, to clarify the term "financial information," but it was agreed that it was premature to add language related to a potential future recordings policy.

**Action:** Byrne moved that Information Access Policy be approved, with a modification to the "financial information" definition; Merrill seconded; unanimous approval.

**Reference Document:** Information Access Policy draft 08062016.pdf

**Discussion:** Hickman raised question of whether mishmash of current board policies should be presented for comment to congregation. Board members felt that policies needed board review to make sure they are current. Hickman asked if board members were available to review policies and will contact by email with specific assignments.

**Reference Document:** policies uufco august 11 2016.pdf

**Action:** No action will be taken until board review of current policies is completed.

#### **Save the Date Reminders:**

Cat Cox practice sessions will begin in December.

Hickman presented board timeline of major goals\_with board comments about feasibility of dates suggested.

**Reference document:** Board Timelines 16/17.pptx

It was agreed that more discussion of the bylaws and policies dates and priorities would occur at the upcoming special board meeting on bylaws and governance on August 16.

**Adjourn:** 8:50 PM

**Next Regular Board meeting:** September 8, 2016, 6:00 PM Conference Room