

First Unitarian Church
Board of Directors Meeting Minutes
6:30 PM
January 15, 2013
RE Foyer

Board Attending: Diem, Phillips, Kilpatrick, LeCrone, Demi, Mayo, Robinson (ex-officio), Wofford, Hendley, Kwait, Christopher, and Herrera

Others Attending: Associate Minister Herrera and Board Candidates Martha Ketelle, Susan Moore, and Lynne McLaughlin

Scribe: Jay Green

6:30 pm Chalice lighting – Kilpatrick

Opened with a reading from Heart to Heart.

Introductions: Board candidates

1. Administrative agenda - Kilpatrick

- A. Board Meeting minutes from December, 2012
- B. Special Board Meeting minutes from January 8, 2013
- C. Treasurer's report January, 2013
- D. Core staff report
- E. President's report

Motion to approve administrative agenda by Hendley. Second by LeCrone. Passed unanimously.

2. New Business

- A. La Puerta Update – Kilpatrick/Herrera

Herrera and Kilpatrick reported that there wasn't a meeting with the LP Board. At this point, nothing has come from LP regarding an early release from their lease with First Unitarian. Because Kilpatrick is stepping down from the First U Board, but has been directly involved with LP discussions, it was suggested that she remain in the discussions as a liaison between Boards.

Motion by Diem for Kilpatrick to maintain her position as liaison. Second by Demi. Passed unanimously.

- B. Annual Meeting Finalization – Kilpatrick action

Kilpatrick detailed everything that had been completed, as well as the few remaining items in preparing for the Annual Meeting. The need for Annual Reports from various Teams, Taskforces, and Committees was discussed. The decision to hand out new pledge cards requesting an increase of 10% to existing pledges, and a call for new pledges to be made was made. It was suggested that a thank you for what had already been pledged be included with the requests.

Jay Green volunteered to be on hand to receive completed pledge forms, as well as any cash or checks that might come in during the Annual Meeting.

C. Finance Committee report – LeCrone

LeCrone reported that she had met with the Finance Team. The church had a \$4000 deficit last year which was covered by carry over from the previous year. She and others are working to devise a plan for prioritizing fund raisers, as well as how fund raising activities are performed (scheduling, needs, etc.).

LeCrone and the Finance Team are confident that the church will be able to meet its budget goals, thanks to the generous givers in the congregation.

D. Committee and Task Force appointments – Kilpatrick

Insurance – This was designated a Task Force. The suggested members were: Demi (board representative); John McGuffin; and Ken Calahan. Motion to approve this task force by Diem. Second by Mayo. Passed unanimously.

Property – This was designated a Committee. The suggested members were: Mayo (board representative; Bill Fanslow; and Rod Groves. Herrera and Robinson will also work with this committee temporarily. Motion to approve this committee by Phillips. Second by Diem. Passed unanimously.

Internal Audit (new Financial Review Committee) – Suggested new members were Rod Groves and Tom Stafford. Motion to approve by LeCrone. Second by Demi. Passed unanimously.

Personnel – Judy Bentley was named as temporary chair. Nancy Kilpatrick was named as a new member. Motion to approve by Diem. Second by Phillips. Passed unanimously.

Finance – It was disclosed that Janis Schubert will be the new chair of the committee.

E. Board Nominations update - Kilpatrick

This was discussed during the introductions of the Board Candidates. No further action was taken.

F. Term review - Kilpatrick

Kilpatrick passed out slips of paper upon which she requested two separate items be written: a) “What went well this year?” and b) “What would make the board members more productive?” The overall response to what went well was a sense of unity and cooperation, as well as good communication. The responses to what would make members more productive included continued and even better communication, and ensuring all members were kept apprised of the various events and items. It was felt that overall this board has worked very well together.

G. Construction update – Phillips/Herrera

Board member Phillips presented the following report:

Construction Update

1. *Hope those able to tour the sight enjoyed themselves and learned more about the new sanctuary. We should thank Tom Novak Klinger CEO for offering this opportunity.*
2. *Construction Activities are Ramping Up – Goal is getting the building enclosed as soon as feasible.*
 - a. *In the next few weeks there will be as many as 5 subcontractors on the site doing plumbing, framing, installing ductwork, insulation and exterior sheathing, completion of roofing, ect. ... parking will be tight as many subs will need adjacent tool/supply vehicles.*
 - b. *Form and set front entry concrete*
 - c. *Cut through into the existing sanctuary is likely to occur sometime next week. As you may have noted, the north sanctuary wall is free of art to avoid unexpected damage. This is one of the phases of construction where there is some uncertainty in costs because of possible but unlikely unknown conditions.*
3. *The DCT is becoming much busier with many design details and will begin having weekly meetings in addition to its weekly meeting with the architect and general contractor. Linda Skye is particularly busy coordinating activities of the Landscape Committee, AV Group and Sara Friederich's SBAT with the work of the DCT and general contractor.*

H Building dedication planning update – Robinson action

Robinson reported the following: The plan is to take down the Mural as the new building is completed and prepare to move the tiles over and reassemble in July. We will experience approximately one month without the Mural during worship services. June 16 is the last planned service in the current Sanctuary, with June 23 the first planned service in the new Sanctuary. A dinner is tentatively planned for August 24, with Peter Morales of the UUA scheduled for the dedication on August 25.

I. Healthy Committee report and action item

Phillips, as chair of the Healthy Community Committee presented the following for consideration and board approval:

The Board reaffirms that the landscape plan for all areas of the campus including the wildlife habitat be considered as one integrated unit. Planning and delegation of work on new landscape and its integration with the existing landscape shall be the purview of the Landscaping Team. Motion by Wofford. Second by LeCrone. Passed unanimously.

J. Recognition plaque proposal – Diem

Diem offered to purchase a plaque that would hang in the church property and recognize past and future board presidents. Motion to purchase by LeCrone. Second by Mayo. Passed unanimously.

K. Board retreat update – Diem

Diem advised that the Friday evening (February 8) meeting would be held at her home, with the Saturday (February 9) meeting held in the Social Hall at the church. Angela Merkert was announced as facilitator for the retreat.

J. Special Item – Correction to agenda for the Annual Meeting

Wofford presented a motion to add one item to the agenda for the Annual Meeting, correcting the verbiage in the by-law changes to be voted upon at the meeting.

Board resolves that the following motion be presented to the Congregation for a vote at the Annual Meeting:

Motion: The Board moves that the Congregation adopt the Bylaws as printed in the 2013 Annual Meeting packet, with the following perfecting amendments:

- In Article 1 Section 05b regarding Notice, the words "opt in to" will be changed to "opt out of".*
- In Article 1 Section 05e-(i) regarding Reports, the word "Council" will be changed to "Councils" and the word "written" will be followed by the word "reports".*

Second by Demi. Passed unanimously with instructions to publicize to the congregation.

3. Future agenda items

4. Important dates

- **Annual Meeting – January 27, 2013 1:45 PM (set up)**
- **Board Retreat - February 8 and 9, 2013**
- Regular Board Meeting February 19, 2013, 6:30 PM

NB: Bold indicates non-recurring events at which full Board participation is sought.