

OUUC BOARD MEETING MINUTES  
August 25,2006

Present: Shelley Ferrer, Mary-Walton Cameron, Harmon Eaton, Melissa Denton, Mike Harbour, Bernie Brady, Art Vaeni and Tim Ransom.  
Absent: Samantha Ritchie, Ingrid Kail  
Guests: Warren Dawes , Larry Wheeler

Meeting called to order on time by Board Pres. Tim Ransom

**Meeting with Larry Wheeler**

Prior to the regularly scheduled monthly meeting, the Board met with UUA consultant Larry Wheeler who reviewed the Strategic Plan, financial feasibility study, annual campaign and financial evaluation for OUUC expansion. His observations included that, compared to other state capitols, our expenditures per member are somewhat low, the recent stewardship campaign at OUUC is good (median \$1000/mean\$1400), the Strategic Plan should be planned out for five years—updated annually—and that OUUC should have a Strategic Plan Committee. He concurs with Site Plan Committee’s direction of considering both expansion on current property and possible relocation. An architect will be selected September 6<sup>th</sup>, three months prior to the Master Site Plan.

Regarding the Financial Feasibility Study, there was discussion of methods and means of a capital campaign, including interviews with all Board members and a congregational cross-section of thirty-six members. Larry recommends: involving as many people as possible; generating at least three times the annual canvass; face to face meeting in the spring and fall; and asking for a three year commitment. There was discussion about pros/cons and discomfort of a face-to-face canvassing, with most Board members indicating their willingness to attend an orientation meeting. The OUUC bylaws require canvassing but discussion of the bylaws was tabled.

The proposed schedule for approval of master plan and capital campaign is

- January 12, 2007 Vote at Congregational meeting
- January 24-27 Financial feasibility interviews
- February 2 Teleconference and report with Larry Wheeler
- February 4 Report to membership
- February 5 Mail to members
- February 11 Congregational meeting
- February 18 Congregational vote
- March 30-31 Orientation with Larry Wheeler
- April 15-May 15 “Real Campaign” (break 4/7-15)

Adjourn to regular Board meeting

**Minutes:**

Approval of July 2006 Board minutes was tabled.

**Personnel Policy Manual**

Bernie moved that the policies be approved as written, with the proviso that the manual is a living document. Harmon seconded the motion, which was unanimously approved.

**Administrator's Report**

Copies of the report were emailed.

**Minister's Report**

Art noted that eight people attending the Leadership Meeting September 9th are seeking home lodging.

**Stewardship Campaign**

Melanie Ransom, Fundraising Chair, reported for Stewardship Chair, Curtis Tanner. She announced a new theme and model: *DARE TO BE UU*. The Board and 100 "top level givers" will be hosted at the Shorins' and asked to pledge. Fundraising will include a letter-writing campaign by the Board and Stewardship Leaders.

Board members are asked to serve at the Annual Dinner Sunday night, October 1, 2006. There was a brief discussion that bylaws require congregational approval of a canvass plan.

**Treasure's Report**

Pledge, building fees and Share-the-Plate income are all down slightly. The current shortfall is \$22,000, but that is expected to catch up. As expected, building use fees are off about \$7,000. Bernie noted that Washington Business Bank has a 6% CD. Tim, Darlene and Harmon will review charges to the budget that should have gone against the "Sinking Fund".

Harmon moved and Mary Walton seconded the motion that the OUUC Treasurer be responsible to obtain an annual audit of OUUC financial records, with no more than two internal audits being conducted by qualified members of the congregation (recommended by the treasurer and approved by the Board) before an external audit is conducted by a CPA or other qualified, disinterested third party. The motion was unanimously approved.

The budget schedule was reviewed.

## **Liaison Reports**

Personnel: Melissa will have the committee address the Volunteer Coordinator position

### Out of the Woods:

The Secretary resigned, Robin Stahley and Eric Ness have joined the board, Bill is no longer Executive Director but is providing assistance. There was discussion of professional supervision at the shelter, possibly by ESN with OTW responsible for upkeep. OTW board is assessing available volunteer support.

Site Committee "SPACE 3.0" The committee has met eight times since July, interviewed three responsive architects, scheduled three site visits and has found meeting with Larry Wheeler helpful. They note interest and commitment within the committee. Darlene is on the watch for other sites and Bob Jacobs will explore commercial real estate agents/options. It was recommended that our current property be valued and listed in MLS.

### Sunday Services

Second Service resumes September 10, 2006 September Board Announcers are: Harmon 9/3; 9/10 first service Melissa, second Mike; 9/17 first Shelly, second Bernie; 9/24 first Mary Walton, second Tim.

Meeting adjourned at 8:33, notes by Mike Harbour

Respectfully Submitted September 5, 2006

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Ingrid Kail Secretary

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Tim Ransom, President