

OUUC BOARD MEETING MINUTES
September 14, 2006

Present: Shelley Ferrer, Mary-Walton Cameron, Harmon Eaton, Melissa Denton, Mike Harbour, Bernie Brady, Art Vaeni, Samantha Ritchie, Ingrid Kail and Tim Ransom.
Guests: Curtis Tanner, Pam Davidson, Selena Kilmore and Warren Dawes

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

Minutes:

Approval of July 2006 Board minutes was tabled again so that members could review them.

Minutes of the August meeting were accepted with minor corrections.

Treasure's Report

Harmon reported that pledge, building fees and share-the-plate continue to lag by 4 to 5 %. We discussed ways to expand building rental and pledge collection. The balance sheet and CD interest rates were reviewed. It was noted that the August motion to require audits has been acted on by the finance committee. The first internal audit is scheduled for Feb. 2007.

Administrators Report

Copies of the report were emailed.

Minister's Report

Copies of the report were emailed. Art described the action item as establishment of a Ministerial Oversight Committee consisting of Samantha, Art, Linda, Margaret Knudson and Selena Kilmore . Melissa moved to accept Art's plan as outlined in his report with the proviso that it fall under the Committee On Ministry. Mike seconded the motion which passed unanimously.

Liaison Reports

Committee On Ministry: Mary-Walton reported that the COM believed the Board should have arranged housing for the Leadership Conference since the COM was handling food.

Communication Committee: Bernie reported that upgrades to Unitariana would not be cost-effective but the committee is exploring an annual glossy publication. There was discussion about alternative marketing resources including web-site, flyers and billboards. Further discussion of Uncommon Denomination materials was tabled. Action Item is for Mike to determine cost of advertising on city busses.

Pastoral Care Committee: Shelley is sending an article to Unitariana.

Building and Grounds: Harmon noted that the annex water bill is “out of whack” by almost triple usual fee. Action item: Committee will check plumbing for leaks, etc.

BUDGET 2007

Pam Davidson reviewed the proposed budget noting that the vote will be at a congregational meeting in December so she is prepared to meet with the Board again. She explained increases, allocation, assumptions about costs. Discussion items included the Worship Arts Committee’s needs, employee vs. independent contractor status and separating the fundraising canvass’s budget from the Hospitality Committee’s. Specific remarks included Art’s suggestion that child care allocation be increased to \$350 and leaving \$100 in young adult category. It was explained that \$2500 in Music/Worship Arts was for an accompanist for Troy. Adult RE requests a “big screen” to share, Action Item is for Harmon to research with Pete about screen size, quality and value. There was a brief discussion about Capital Budget Campaign and canvass timing and focus with reminder to do one project at a time. Bernie inquired about who does staff performance reviews and should those reviews being available to the Board before raises are automatically factored in to the proposed budget. Further discussion on this topic was tabled.

OUT OF THE WOODS

Mary-Walton and Selena Kilmore reported that Shelly from Family Support Center said they have decided not to align with OTW. They cite too much internal chaos at the Emergency Shelter Network to provide supervision in addition to questions about OTW having the resources (financial and organizational) to effectively run the shelter. Selena offered the opinion that the Family Support Center may take two years to reorganize and secure funding. Further discussion was tabled until after the OTW board meeting.

STEWARDSHIP DRIVE

Curtis Tanner, Committee Chair, reported hiring a professional fundraiser to help make fundraising more effective and comfortable. He took questions from the Board about appropriate and/or evolving terminology (canvass, pledge, suggested giving guidelines, etc.) There was further discussion about “selling the benefits of giving to OUUC”, fundraising techniques, attitude and possible discomfort levels. Samantha raised a question about how the Strategic Plan meshes with the budget. **Curtis asked that the Capital Campaign start after the Stewardship Drive.** Melissa reminded the Board about serving at the Annual Dinner October 1st.

Tim addressed clarification of the Board’s position on financial campaigns and distributed a Board Resolution affirming how the Board participates in fundraising. Tim moved for approval of the affirmation, which stated:

We affirm:

That to the best of our ability we will provide our support of these campaigns by actively participating in all efforts and functions of the campaigns that we are asked to be involved in, absent those that are contrary to our personal stance on fund-raising methodology, and

That we will honor our positions as Trustees and leaders of the Congregation by indicating our support for these campaigns to other members of the Congregation at every opportunity.

This motion was seconded by Mike and passed unanimously.

SPACE 3.0

Warren Dawes reported that the committee had selected two architects; John Taylor will do the feasibility component and Tom Sanford who is a local with strong experience in green buildings will address the master plan. Warren reported that both professionals will coordinate/consult with each other. Budget considerations plan details and materials were briefly discussed. Warren said the committee continues to be enthusiastic and involved. The architects' plans should be available to the congregation in December.

Warren went on to say the civil engineer will get started on site evaluation – which could cost up to \$15k and close to \$30k for evaluation and master plan. The board confirmed the budget allocation. He also noted that the committee had talked to a respected commercial Realtor (Pricilla from Prime Locations) who said she will look around but her strong feeling is “Stay where you are!”

Action Item: Tim, Harlon and Darlene will examine the state of the “sinking fund” and report back to Warren and the committee.

Harmon inquired about the make up of SPACE COMMITTEE 4.0. Board members and Warren suggested some current members would stay and some would change but 4.0 may be a smaller committee.

There being no further business, the meeting was adjourned at 9:05

Respectfully Submitted September 28, 2006

Ingrid Kail Secretary

Tim Ransom, President

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OUT OF THE WOODS

Mary-Walton and Selena Kilmoyer reported that Shelly from Family Support Center said they have decided not to align with OTW. They cite too much internal chaos at the Emergency Shelter Network to provide supervision in addition to questions about OTW having the resources (financial and organizational) to effectively run the shelter. Selena offered the opinion that the Family Support Center may take two years to reorganize and secure funding. Further discussion was tabled until after the OTW board meeting.

STEWARDSHIP DRIVE

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Tim addressed clarification of the Board’s position on financial campaigns and distributed a Board Resolution affirming how the Board participates in fundraising. Tim moved for approval of the affirmation, which stated:

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that we will honor our positions as Trustees and leaders of the Congregation by indicating our support for these campaigns to other members of the Congregation at every opportunity.

This motion was seconded by Mike and passed unanimously.

SPACE 3.0

Warren Dawes reported that John Taylor has been selected as the lead architect for the Master Plan. We expect to also contract with Tom Stafford, a local architect with “green building” experience, as a consultant to Taylor.

The basic cost of Taylor’s Master Plan is \$15000 but related and/or reimbursable expenses plus Stafford’s fees will bring the total cost closer to \$20000. We are hoping to proceed with some civil engineering work related to site drainage and stormwater considerations. Warren said the eventual full civil engineering costs will be about \$12000-15000.

Finally, Warren noted that he had talked to Priscilla Terry, head of the commercial real estate firm Prime Locations. She will research other potential properties but had nothing appropriate listed at this time. She offered her opinion that moving to another location would not be as cost effective as expanding on our present site. Her strong recommendation was “Stay where you are!”

Action Item: Tim, Harmon and Darlene will examine the state of the “sinking fund” and report back to Warren and the committee.

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