

## OUUC BOARD MEETING MINUTES

Thursday, February 13, 7 – 9:30 PM OUUC – Classroom 3

*We are a liberal religious community that opens minds, fills hearts, and transforms lives.*

**Board Officers Present:** Arnold “Fritz” Wrede, President; James Trujillo, Vice-President; Treasurer; Barry Zickuhr, Secretary

**Members at Large Present:** Don Melnick, Christine Parke, Brian Coyne

**Ex-officio Member:** The Rev. Mary Gear

**Members absent:** John Tafejian, Rob Radford

**Congregational members present:** None

**Opening words:** Rev. Mary

### Welcome and Check in

### Review Agenda

Rev Mary will take over the Financial report

**Consent Agenda** - January Board Minutes

**Congregational Member Concerns/Comments** No congregational members present

### Ministerial Report

We have a potential pre-school that is interested in renting our space. They will also need storage space, which could be problematic. 3 days a week, a farm & forest school, likes our “forest”. MWF.

### Financial End of Year report

Ended year with more revenue and under spending than we expected.

Discussed proposal (attached) for recommended distribution of funds.

Discussed equipment needs for AV and website. We might do this as a package for raise the paddle or a UUA grant proposal.

**Decision:** *Approved Unanimous* (distribution of funds, attached)

### Capacity Planning Committee/Team and Revenue Enhancement Committee/Team

Rev. Mary distributed copies (attached)

We reviewed and wordsmithed some of the phrasing

#### Revenue Enhancement charge

Discussed questions and options to add others

Rev. Mary will add the questions, and update the charges for the board shared drive.

Recommended recruitment: Melanie Ransom, Steve Tilly, Gail Wrede, Linda Selser, Alisia Martinelli, Susan Dodson, John T.

Recommended adding Board Treasurer as the liaison to the Board

**Decision:** Charge as amended with questions, by Rev. Mary. *Approved Unanimous* (attached)

#### Building Capacity Enhancement charge

Recommended recruitment: Steve Tilley, Zibby Zickuhr, Lee & Beth (new, at last listening session, from other UU congregation), Gracie Bucklew, Will (youth), Mary Ann Thompson, Tim Ransom

Chris Parke will be the board liaison

There will need to be a board liaison for the group as well

**Decision:** As amended with phrasing changed by Rev. Mary. ***Approved Unanimous*** (attached)

**Listening session topics for coming months**

RACI is topic for Sunday (February)

Disruptive Behavior Team (March)

Pastoral to Program transition (April)

How does our governance support Shared Ministry (May)

Ends (fall)

Leadership Development Team (later)

**Date for Congregational Meeting**

April 26, asking Sara to move the potluck to the 26<sup>th</sup> to avoid Easter.

After second service. 1pm

**Decision:** ***Approved unanimous***

**Finalize RACI and Org charts**

Discussed the Governance chart, clarified accountability. Will add Administrative to governance in title. Will remove settled from minister.

**Decision:** ***Approved Unanimous*** with changes.

Nothing has changed on the RACI chart – still waiting on input, and we want to wait to approve till after then listening session.

**Executive Session**

**Disruptive behavior policy**

Quick review prior to listening session, putting off decision till next meeting

Discussed content, discussed Bryan's comments, brainstormed ideas about training etc.

**Review new business and assignments for next meeting**

Chris & John will contact people about the Task groups

Rev. Mary will complete charges and forward to Barry

Chris will do opening & closing words

James will grade the meeting

Meeting graded this session by Don as B+

**Closing** Rev. Mary

Respectfully submitted this 13<sup>th</sup> day of February, 2020 by Board Secretary Barry Zickuhr

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## Recommendation for Distribution of 2019 Fiscal Year End Surplus

From Rev. Mary 2-12-2020

Adopted by Board of Trustees 2-13-2020

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Estimated surplus after all fund deficits covered: ~~\$12,199.18.~~

Updated to \$13,496.93 from 2018 and 2019 combined (\$489.78 + \$13,007.15)

Recommended distribution:

1. Sabbatical fund. \$8500

(for anticipated DRE sabbatical in Spring 2021; brings fund total to \$10,000)

2. BMMF Major maintenance reserve. \$1233.20

(brings reserve back up to \$50,000)

3. Operational reserve \$1488.25

(brings operational reserve to 5% of higher operations budget for 2020)

4. Installation celebration. remaining estimated at \$997.73

(added to \$1500 in budget)

5. Music Director Professional Expenses. \$500

(no funds were used in 2019 as the amount wasn't enough to go to the professional conference. This will be added to the budgeted \$500 for 2020. This may need to be a dedicated fund in the future to allow conference participation every few years.)

6. Remaining amount to go to the Community Life Coordinator budget line item to cover the salary of the Interim. \$797.75

## **Charge to the Revenue Enhancement Task Group**

This Task Group is charged with examining the current revenue streams and financial assumptions at OUUC and exploring options for income/revenue expansion and diversification.

The underlying goal is that OUUC use all of our resources toward the mission of opening minds, filling hearts and transforming lives.

This is an ad hoc group created in collaboration with the OUUC Board and minister, from which it receives its authority. The Group is asked to report back to the Board and minister.

### Challenges:

Stewardship (pledges from members and friends) accounts for almost 90% of the revenue for OUUC. Of those, a small number of members and friends are responsible for a large percentage of the amount of pledges. (quartile analysis)

The capital campaign for the previous building expansion was not enough to completely cover the building costs incurred.

The current debt load at OUUC is about \$350,000 and accounts for about \$40,000 out of the annual operating budget. These are funds not available to support on-going operations, such as more staff, staff cost of living increases, and other aspects of numerical and spiritual growth.

The endowment fund was created to help with longer-term financial stability at OUUC. The current restrictions on use of endowment funds will not allow any use of those funds for many years.

There is currently one large fundraiser per year to support operations-the auction. This is a lot of work and requires many volunteers. Sustainability is a question in an aging congregation. Equity and inclusion of people of all means may also be an issue.

### Questions:

These are some of the questions that occur to the Board and the minister. You will likely have more.

Are there other revenue streams we should be cultivating and what are the possibilities? (e.g. building use options, such as a day school, music or concert venue, other types of fund raising, etc.)

Are there changes needed to the policy regarding the Endowment Fund?

Are there ways to modify the stewardship drive so as to encourage giving that will shift the distribution across more people and encourage more giving?

Should we be emphasizing more volunteering, sharing all gifts, in-kind generosity?

Do we need to rethink our current fundraising methods? (e.g. auction, book sale)

Are there ways to address the current debt other than paying it off as we are? (e.g. complete the previous capital campaign to retire the debt, ask for endowments to go to the current debt rather than the endowment fund, etc.)

Timing:

The Board and minister request that the work of the Task Group be completed within 6 months of formation of the group, with an interim report at 3 months. Any suggested changes to stewardship would be appreciated as soon as possible as the Fall 2020 stewardship drive for the 2021 budget is underway.

Process:

If you want to seek input and ideas from the congregation during your process, please consult the Board and minister so we can be planful in our ask.

There is a Building Capacity Enhancement Task Group working concurrently. Collaboration is encouraged.

We'd appreciate recommendations in writing, please.

## **Charge to the Building Capacity Enhancement Task Group**

This Task Group is charged with examining the current use of the OUUC building with the intention of offering welcome and hospitality to everyone.

The underlying goal is that OUUC use all of our resources toward the mission of opening minds, filling hearts and transforming lives.

This is an ad hoc group created in collaboration between the OUUC Board and minister, from which it receives its authority. The Group is asked to report back to the Board and minister.

### Challenges:

Sunday capacity is challenged, both in the building and in the parking lot. The sanctuary seating is usually full (80% or more) and there is some overflow into the Commons. The Commons is crowded and noisy, especially between services. The parking lot is full and we have anecdotal evidence of people leaving when they are not able to find parking for the second service.

The potluck brunches are fulfilling their purpose of building community connection and keeping people for after Sunday services programming. This is popular, which means competition for space throughout the building on Sundays.

Building use during the week is not as challenged, but there are times when the building is quite full, meaning most rooms are in use. This is true on some Saturdays and some weeknights.

The capital campaign for the previous building expansion was not enough to completely cover the building costs incurred, so there is current debt carried by the annual operating budget. These are funds not available to support on-going operations, such as more staff, staff cost of living increases, and other aspects of numerical and spiritual growth. Another capital campaign seems a stretch given the current debt.

There is a master plan, developed in the early-to-mid 2000's that expands the building capacity significantly. There are some people interested in having this plan realized; others don't know that it exists.

We consider a capital campaign to expand the sanctuary as a longer-term option and only after the current debt is retired. A capital campaign to retire the current debt may be a short-to-medium term option.

### Questions:

These are some of the questions that occur to the Board and the minister. You will likely have more.

What are some short-term, medium-term and long-term ways to address capacity challenges and offer hospitality?

Some options for sanctuary capacity might include lengthening the time between services so there is more time for the building and parking to empty out, offering a third service at OUUC, live streaming the service, a satellite campus (OUUC off-shoot), offering services in a different venue (e.g. Panorama), etc.

Parking options might include carpooling support, encouraging use of mass transit, better/different/more instructions.

Is there a need to change our welcome process in order to enhance hospitality? This may include words in the welcome part of the service, set-up of the Commons, expectations and training of the greeters and ushers, written material, on-line material.

Does, or how does, the existing plan for expansion fit into these recommendations?

#### Timing:

The Board and minister request that the work of the Task Group be completed within 6 months of formation of the group, with an interim report at 3 months.

#### Process:

If you want to seek input and ideas from the congregation during your process, please consult the Board and minister so we can be planful in our ask.

There is a Revenue Enhancement Task Group working concurrently. Collaboration is encouraged.

We'd appreciate recommendations in writing, please.

