

**First Unitarian Society
Board Meeting**

November 19, 2008

| Item | Decision/Action Required | Action Owner |
|------------------|---|---------------|
| Opening | | Sandy Eskrich |
| Check-in | | All |
| Isom House | <p>Highlights from the Dedication Weekend</p> <p>Kurt Stege presented the most pressing Isom House work that is required to bring the building up to normal habitable standards.. Kurt explained the cost figures that exist and why we need to do the work. For example, roof repairs are desperately needed in order to eliminate leaks and to prevent roof damage. We have two bids so far from roofing contractors and two more are coming. The first bid we received is expensive and we hope to get the additional bids soon and get a more reasonable bid to do the work..</p> <p>The money for this need must be taken from our capital funds. The first three items amount to about \$30,000. This is to secure the shell of the building.</p> <p>Our best guess for the total cost for all eventual work is approximately \$150,000. The bulk of this money may come from other sources than the capital fund.</p> <p>It is MOVED to approve repairs on the shell of the Isom House (enhanced smoke detectors, roof repair, and removal and replacement of the gutters downspouts), by allocating up to \$30,000 as soon as feasible to do the work and initially taking the required money from the capital funds. The motion CARRIED unanimously.</p> | Kurt Stege |
| Financial Report | <p>The financial bottom line is that we are in a little better shape than we were last month due to our ability to fill in details about revenues and expenses. We have to wait and see what comes in for the remainder of the year due to this current economic environment.</p> <p>We are only about 3% over our capital budget which is about \$250,000 over on a \$4.1 million budget.</p> <p>In our operating budget we are still relatively close to our budgeted amount. Our main concern is that we did not get the amount of pledges we had hoped.</p> | Brian Hellmer |

Break
Roles and
Responsibilities

Lisa Munroe
Laurie Joiner

Board role document is intended to make sure that proper oversight of staff and Society operations is provided through operational policies and that we have a vision of where we should go. The board should not actually carry out of the policies.

Where does the authority arise to make certain decisions or to develop policies? There may be items that are defined nowhere else. For example, we may want to have a general responsibility to make sure that the facility is properly maintained and that they are adequate to serve our congregation.

The item about engaging in discussions and reflections is needed to insure that the board looks at its responsibilities from a high policy making level.

The item about the Board educating itself about what is happening in the society is intended to make sure that the Board remains well informed about issues confronting the Society and its staff.

We may need to amend the bylaws in include the changes we make in the Board's roles and responsibilities. A bullet point about reviewing the bylaws when changes are made should be in this description.

These role changes will be included on the next agenda.

Development Director
Hired

We have hired Mary Lee Wertlake as the development director. Mary Lee has worked at Wingra School doing capital development. Deborah Meese, who is a member here, has been hired as a new educational program assistant.

Susan Koenig

Education Program
Assistant Hired

Janet Swanson has been hired as the director for the Quest program.

Kelly Crocker

Spiritual Program
Director Hired

There will be a pot luck at Laurie's house on December 17th.

Laurie Joiner

December Board
Meeting

A MOTION was made to approve the October minutes. CARRIED.

Tom Detmer

October Minutes

Closing

Sandy Eskrich

List of Handouts:

Two Isom House proposals – November and earlier draft
Three financial reports
Draft document of board and steering committee dated November 19, 2008
Document of roles of committee chairs, council chairs and board liaisons

Attendance:

Laurie Joiner, President
Kathy Luker, President Elect
Tom Detmer, Secretary
Brian Hellmer, Treasurer
Emily Cusic Moore, Trustee
Sandy Eskrich, Trustee
Lisa Munro, Trustee
Pamela Magee, Trustee
Richard Miller, Trustee
Karen Gustafson, Minister
Kelly Crocker, Minister of Religious Education
Susan Koenig, Church Administrator
Kurt Stege