

**First Unitarian Society
Board Meeting**

February 18, 2009

Item	Decision/Action Required	Action Owner
Opening	Reading from the Dalai Lama	Pamela Magee
Financial Update	<p data-bbox="552 464 1120 703">Brian recommends that the check signing policy should be amended to make the process more workable. Richard asked about the sufficiency of our “checks and balances” to make sure that we have the protections we need on obtaining funds. Brian moved to approve the policy and Richard seconded the motion. The motion carried.</p> <p data-bbox="552 737 1120 1165">Brian introduced the current monthly pledge receipts report. We are doing well in this economic environment. We are within a few percentage points of last year’s receipts at this time in the year and there is play in the numbers so we seem to be doing fine. Does the board want to see this report every month? Lisa asked what the board would do if it saw this every month. It is not clear what action we could take on a monthly basis. There are so many people watching this statistic that it is probably not necessary for the Board to get it every month. If a problem develops then the Board will be advised.</p> <p data-bbox="552 1199 1120 1438">The operating report is encouraging. The snow plowing expense is high due to the larger than normal snowfall so far this winter. The utilities are up 23%. The overall expenses are slightly below budget and the revenue is slightly ahead. Our surplus so far is up \$27,000. We typically are up at this time of the year so this is expected.</p> <p data-bbox="552 1472 1120 1864">Budget for the new facility construction. The building is coming in about 3.5% over budget. There are no cash flow concerns at this time. There are no outstanding bills. We do have approximately \$280,000 in capital campaign pledges from prior years that should have been paid. About 12 people make up most of that. We may need to have conversations with those people about the status of those contributions. However with the annual campaign right now and the current economic environment, we may hold off for a short period on having those conversations.</p>	Brian Hellmer Susan Koenig

The Board reviewed the new pledge packet and the annual campaign materials. Board members are encouraged to return their pledges soon if they haven't done it yet. The early pledges have included a reasonable number of increases.

In April the Board should be able to take up the annual budget. We are asking the Councils and Committees to hold their budgets flat.

The Facilities Report

There was a recent conference call with the architects and the contractors about the list of facilities issues that remain unresolved. They include acoustics, HVAC, floor issues, toilets, railings, and fixing the copper sconces so they don't snag clothing. The floors are the biggest issue. We are getting a written strategy from Kabala Watshatko about how to fix the floors. Then we will have a concrete specialist look at the solutions. A test area will be used to try more than one approach. We may also look at linoleum and carpet alternatives and the possibility of splitting savings with the Kabala Watshatko if we simply go to one of those simpler, straightforward solutions, which is also less costly. The downside is simply that it does not provide red concrete floors that some people would like to see to stay aesthetically true to the Frank Lloyd Wright floor type.

Laurie Joiner
Tom Miskelly

There is a bid for \$30,000 for the roof and siding for the Isom House. We are looking at the siding alternatives. These should be attractive alternatives. A decision will be made relatively soon so that we can proceed with that work.

Break

Systems Review

Michael explained the systems review protocol that has been developed for use with the staff. Systems review in this case means a review of methods of handling various staff issues and also simply managing staff on an organized and well thought out basis. A grievance procedure has been developed and vetted with staff. A staff review process has been developed that should be sustainable. The relationship between the management team, steering committee and board is the area that needs the most work. Progress is being made in this area as well and it is being done more comprehensively than we initially

Michael Schuler

expected. The result should serve us well because it will be more comprehensive. We are hopeful that we can use Susan Beaumont in the fall to help us with our structure and processes. Board members are requested to hold the third of October and the seventh of November as possible dates for this meeting.

Report on the Year's Accomplishments

Michael presented a report of the year's accomplishments so far. This is an excellent report. It will be a good summary for the parish about what we've done. This report should be augmented and provided to the parish at the May annual meeting or at a parish forum.

Michael Schuler

Foundation Disbursements

The Foundation has had a Music Program Fund that is mostly depleted. The Foundation Board recommends closing the Fund and disbursing the remaining assets to the Music Program. A motion to close the Fund and disburse the assets was made by Sandy and seconded by Laurie. The motion carried.

Richard Miller

Richard presented the Foundation Board's annual recommended disbursements from the various accounts in the Foundation for approval or modification by the Trustees. That recommendation included a planned disbursement from the Stonehauleders' Fund of \$35,000 to the Capital Campaign budget. Since that funds' earnings do not support that disbursement this year, the Foundation Board notes that a vote of the parish will be required. The total payout from the Foundation will be \$100,675. Lisa moved to accept the recommendations; it was seconded and passed.

Staff Grievance Process

The current process in our HR manual is outdated. The instances of when it might have been used have been minimal but it is important to have a good process in place anyway. A motion to accept the revised policy was made and seconded. The motion carried after inclusion of an amendment to say "after consultation with the employee's supervisor."

Susan Koenig

Approval of the Technology Committee Charter	The charter was presented by Susan for the Board's approval. A motion was made and seconded to approve this charter. The motion carried.	Susan Koenig
Approval of Minutes	A motion to approve the January minutes was made and seconded. The motion carried.	Tom Detmer
Closing		Pamela Magee

List of Handouts:

Agenda
 Operating Statement
 Monthly Receipts and Pledges
 Operating Statement
 Building Project and Preservation Budget
 Pledge Packet
 Key Dates for Budget Process
 Systems Review Summary
 Grievance Process
 Annual Report
 Motion regarding Music Fund
 Foundation Payout Motion

Attendance:

Laurie Joiner, President
 Kathy Luker, President Elect
 Tom Detmer, Secretary
 Brian Hellmer, Treasurer
 Sandy Eskrich, Trustee
 Lisa Munro, Trustee
 Pamela Magee, Trustee
 Richard Miller, Trustee
 Michael Schuler, Parish Minister
 Kelly Crocker, Minister of Religious Education
 Susan Koenig, Church Administrator