

CLUUC Board of Trustees Meeting Minutes**Feb 21, 2017****Action Items:**

WHO	WHAT	WHEN
Dave	Invite Carolyn to March 21 Board Meeting	Done
Melissa	Contact Denominational Affairs about GA Delegate selection process	By Next meeting
Dave	Bring to Governance committee a one-sentence addition to Policy Manual, adding to the 'protect our reputation' section with a statement about following comm guidelines	Next Governance committee meeting
All	Treasurer nomination ideas to Lyn Peters	Soon
Melissa	Summarize the highlights for Board Matters	Soon

ATTENDANCE:

Board Members Present: Jim Anderson (Chair Elect), Greg Falcigno (Secretary), Dave Hawver (Chair), Jack Welch (Treasurer), Brent Garland, Melissa Reichley (Communications), Gwen Warman, Gail Riley, Emily Mellgren.

Board Members Absent: Linda Gianessi, Ariel Mora, Carol Bertaut (Assistant Treasurer).

Staff Present: Rev. Abhi Janamanchi, Sara Deshler, Rev. Michelle Collins

Others Present: Lyn Peters, Mary Means

Opening: The meeting convened at 7:31 p.m. with centering words, chalice lighting, covenant reading and check-in.

Approval of Consent Agenda:

- Appendix A - Board Meeting Minutes 17 JAN 2017
- Appendix C (website) - DLRE Board Report JAN 2017
- Appendix D (website) - Endowment Committee Minutes 19 JAN 2017
- Appendix J (not published) - Candidate Members Emeritus
- Appendix L (website) - Email Vote on Statement of Conscience for GA Agenda
- Appendix M (website) - Email Vote Approving Assistant Minister Search Committee Nominees

NOTE: The Senior Staff Report for Feb 2017 was not received in time for the packet, it will be included in the Mar 2017 Consent Agenda.

Dave asked for, and received, unanimous consent for the approval of the Consent Agenda.

Other Reports received by the Board:

- Appendix E (website) - Charter for Congregational Growth Task Force
- Appendix F (website) - Congregational Survey on Cedar Lane's Name

- Appendix G (website) - Results of Congregational Survey on UUA SoC
- Appendix H (website) - Board Survey on Funding Priorities
- Appendix I (website) - Charter for Capital Assets Planning Task Force
- Appendix N (website) - Recommendation from FPC on HVAC loan terms

Board Business:

Introduction to CedarLinked

Carolyn was not available, so this will be rescheduled for a later occasion.

GA Delegate Nominees (Appendix K - GA Delegate Nominees)

Discussion covered the process by which the Denominational Affairs team builds the nominee list.

Gwen moved that we table this item, hoping that next meeting Denominational Affairs can bring the complete list to the Board. Brent seconded. The motion carried.

Discussion included the idea that each delegate nominee should declare their commitment to attend presidential forum and such. Several members asked for clarity on how Denominational Affairs communicates and selects (largely self-selection, perhaps favoring those who attended previously). Discussion also questioned whether Denominational Affairs is working as a team instead of committee.

Communications and Messaging Update

Discussion included

- Upcoming Game Night, Board members should sign up
- New website update
- Reminder to always use new logo in communications
- An idea that the Board Policy Manual could mention communication formats in the current section about protecting our reputation. Is the Staff/Administrative Manual a more appropriate place? An effective place?
- Reminder of Unsung Heroes, submissions welcome by Melissa.

Congregational Growth Task Force

Jack listed members of the task force, and discussion included that the members ought to include some from the affected teams.

The charter (Appendix E) was revised to strike “and one member from the membership and welcoming team,” based on comments from Rev. Michelle that those folks are feeling overtaxed, so it might be better for a member of the Task Force to attend membership and welcoming team meetings as a liaison.

Capital Asset Planning Task Force

Draft charter included as Appendix I.

Jack emailed the following comments - suggested edits to the charter addressing concerns that:

- The views of the facilities committee, the Facilities Manager, and Executive Director on renovations (fire hydrants, asbestos removal, water fountains and filters) be solicited and considered;
- The planning process and consideration of options will assume the size of the Congregation will not grow substantially, take into account the investment already made in the current structure of the building in configuring and installing the new HVAC system, and incorporate a reasonable estimate as to the funds likely to be raised in the capital campaign;
- Don't lock having the same firm being both the conceptual architect and the architect for construction - unless doing so is the most cost efficient approach;
- Conceptual drawings and general cost estimates should include mechanical, electrical and other significant aspects and impact of new construction codes;
- A full set of construction drawings in Phase 2 should be completed only for the selected designs which should be determined in Phase 1, to avoid expending substantial funds on renovations that are not pursued;
- An owner's representative should be hired separate from the contractor and serve only the interest of the church.

Jim reviewed the particular edits to the document submitted by Jack, accepting some as friendly amendments and highlighting others for vote.

Highlighted for separate consideration:

1. (Jack's 2nd bullet above) "In order to provide a realistic focus for planning, this... funds likely to be raised in the capital campaign". Not accepted.
2. Phase 1 last bullet: "including mechanical, electrical, and other significant aspects and impact of new construction codes". Instead a suggestion to phrase "comprehensive cost estimates".
3. Phase 2 bullet 1: "The Phase 1 should identify the renovations ... 10% of cost of renovations)." Not accepted.

Stewardship Team Aspirational Message

Discussion identified the following areas of Cedar Lane that are most in need of extra support in the event that the stewardship campaign succeeds in raising operating funds in excess of those needed to eliminate the deficit (not in order):

- Staff salaries within UUA Fair Compensation Guidelines
- A sizable Social Justice New Initiatives budget
- Additional Worship Opportunities (e.g. Spirit Experience and other non-traditional)
- Membership Growth Efforts
- Minister's Discretionary Fund (Contingency Fund)
- UU Faith Development, e.g. Young Adult

Assistant Minister Search

Discussion included reporting who is the chair of the search committee - Gail Riley. Our timing is still good for potential candidates and for transition from Michelle to a new person. Michelle will be taking vacation as of July 1, 2017, and will officially leave Cedar Lane as of July 30--she and Abhi are still working out emergency pastoral care duties for July.

Congregational Survey on Cedar Lane's Name

Roughly 196 responses to the survey as of Feb 20. Board members should start to think about what to do next, it will be on the agenda for the Board Retreat on March 4.

Recommendations from FPC re terms of loan from endowment to pay for HVAC

Discussion explained why this is returning to the Board after we voted on a very similar motion

- This one determines a particular fixed interest rate and a particular date of loan
- This one reiterates what is to be a loan, settles some ongoing discussions about making a lower amount into a loan (the balance being a withdrawal not to be repaid).

Discussion also covered

- That the decision to pay interest annually or defer payment, increasing the loan amount, belongs with the Staff, not the Board.

Board Decisions (include motions passed):

1. "I move that the Board table the GA Delegate Nominees list, hoping that next meeting Denominational Affairs can bring the complete list to the Board."

Gwen moved, Brent seconded. The vote was 8 aye, 1 abstain. The motion carried.

2. "I move that the Board approve the charter for the Congregational Growth Task Force, as presented and revised at this meeting."

Jack moved, Gail seconded. The vote was unanimous, the motion carried.

3. "I move that the Board approve the charter for the Capital Asset Planning Task Force, as presented and revised at this meeting."

Jim moved, Melissa seconded. The vote was unanimous, the motion carried.

4. "I move to pay the costs of the new HVAC system using a loan from the endowment of up to \$1,300,000 (exact amount to be determined by the Executive Director upon completion of the project), to be repaid within ten years at 4% interest (which is the current prime rate plus .25%), compounded annually, using January 1, 2017 as the effective date of the loan."

Jack moved, Carol seconded. The vote was unanimous, the motion carried.

GBP Process Check: (Greg)

Pro	Con
Clear attempt to hear all voices.	Discussion sometimes degraded to back and forth between individuals.
Conscious time management.	

Closing words by Greg

Adjournment at 9:30 p.m.

Calendar Items:

- Feb 25, 7 - 9 pm Wine, Cheese, Storytelling, Improv (Stewardship Event, register at <http://bit.ly/WineCheeseImprov>)
- March 4, 9 am - 3 pm Mid-Year Board Retreat: Chalice House
- March 11, 9 am - Noon Leadership Council: Chalice House
- March 11, 7 - 9 pm Board Game Night
- March 19 Celebration Sermon by UUA President, Rev. Peter Morales
- March Abhi's first save-the-date announcement for 2-week trip to India.
- April 1, 9 am - 3:30 pm CER Leadership Day and UUA Presidential Forum
Register at: <https://www.uua.org/central-east/programs/better-together-central-east-region-leadership-day-and-uua-presidential>
- May 13, 9 - 3 pm Intercultural Competency Training
- May 21, 12:45 - 2:30 pm Annual Meeting
- June 2, 7 - 9:30 pm Board Dinner for Incoming/Outgoing Members: Chalice House
- June 3, 9 am - 3 pm Board Retreat for New Board: Chalice House