

Board of Trustees Meeting Minutes

14 Jan 2025 6:00-8:00 p.m.

Duties: Readings-*Mara*; Timekeeper-*Ben*; Blog-; Proc.& Coll. Lib. leader-*All*; Recorder-*Monica*

Present: Mara Sprain, Will Jernigan, Monica Youngman, Ben Fleming, Phil Hammond, Melissa Himelein, Kay Aler-Maida, Juli Aultshul, Susan Andrew, Rev. Audette Fulbright Fulson

Guests: Matt Farris, T Kay Browning (interns for 2024-2025), John Bates (Long Range Planning Update), Michelle Carello, Sally Witcamp, Suzette Takei, Joe Penno (FUNraising team)

Start	Item	Details
6:00	Call to order	The meeting was called to order on zoom by Mara at 6:02 pm.
6:03	Opening words & chalice lighting	Mara provided opening words.
6:05	Go-around	We discussed if people would like a Board retreat and the consensus was yes.
6:20	Consent agenda	<p>The consent agenda was accepted</p> <ul style="list-style-type: none"> ● December 2024 meeting minutes ● Sharing ministry (Rev. Audette's report) ● Q'Pasa (Rev. Claudia's report) <p>On March 23rd Ben is meeting with the YRUU group to talk about the Board function and he invited other Board members to join as they wish.</p>
6:25	Long Range Planning Team Update	<p>John Bates presented on the Long Range Planning Committee</p> <ul style="list-style-type: none"> ● Background information ● Charge is to identify and prioritize capital and infrastructure needs for our properties based on lifespan, cost, and necessity. Explore potential special asks of donors to fund specific needs. ● The committee has nine options that involve the properties. The options are bounded by "do nothing" and "sell everything" with options in between. ● Bring a proposal to a Board to vote on. It would require a vote of the entire Congregation. Process is in the article of incorporation. Supermajority is required to take action. ● Last year the committee did small group discussions with the congregation and they are following up to look closely at the different physical properties. Top 5 topics: <ul style="list-style-type: none"> ○ Space usage and accessibility

		<ul style="list-style-type: none"> ○ Building infrastructure and renovations ○ Future growth and expansion ○ Community engagement and partnerships ○ Sustainability and environmental impact ● The committee is also including feedback from the staff. Top 5 topics: <ul style="list-style-type: none"> ○ Sanctuary ○ Offices ○ RE Space ○ Meeting Space ○ Maintain/improve existing spaces ● The team defined specific terms relevant to defining the options <ul style="list-style-type: none"> ○ Maintenance, Basic (As is): Handyman and ad hoc critical items, annual news \$10k; ad hoc repair and replace from annual funds ○ Maintenance, Deferred: Includes capital life cycle costs that recur but are not currently funded in annual budget or capital campaign ○ Remediate: Address major issue, health & safety - lead-based paint; define what is this state, includes bringing up to code ○ Renovate: expand or build, change functionality to satisfy needs identified ○ New Separate Build: new construction; separate, free-standing building ○ Demolish: remove building, can apply to 21 and/or 23 ○ Sell: could apply to all three buildings in the “nuclear option.” Note that 21 and 1 are part of the same zone for congregational use, 23 is zoned as residential. ● Deferred maintenance has resulted in a degradation of capital assets (particularly 21). Impacts have been 21 closure, playground equipment loss, leaks in Sanctuary, deterioration of 23. \$150-200K to mitigate lead paint in 21. ● Analysis of alternatives <ul style="list-style-type: none"> ○ Options have been identified and are being scored by each team member ○ Helene has caused challenge and opportunity, possibly a FEMA hazard mitigation grant? Bought out by the government and converted to permanent green space. There are substantial easements for stormwater structures to the city. Available for applications 2025. The city has a budget to mitigate the stormwater issues.
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7:00	FUNraising team	<p>Most of the FUNraising team was able to join the Board to discuss the dream for the team and the charge. (Missing was Gini Jones.) The goal of this team is to focus on external funding. A couple of questions:</p> <ul style="list-style-type: none"> - What is the budget gap? It's in the neighborhood of \$150K. It has been relatively consistent over the past three years. The pledge goal is around \$800K, the total operating budget was \$983K. - What would the goal be for the next 6 months? Knowing that the need is way high, possibly work towards what is possible in the timeframe. - Congregation fiscal year is July - June. Have maybe a year more of contingency fund to keep us going, but it's not where it should be for a congregation of our size. - Over time the number of pledging units has been decreasing combined with the inflationary pressures on costs. - For some statistics, the Auction typically brings in \$25K annually and recently the giving tree brought in \$25K. - Does the team need approval from the Board? Generally no although there needs to be a community structure. - If the team needs funding for expenses how do they get it? Next year there will be a line item. For this year, since the team didn't exist, they could use the Board line budget item (\$700) plus \$1500 from the anonymous. Kay proposes that the team runs it by the Board chair who will be empowered to approve it. The Board could pre-approve up to a certain amount. - Extra-budgetary above \$2500 has to go to the Board anyways. - Michelle asked about understanding the rental situation and Rev. Audette said that she can follow up with the information to these types of questions. - Will motioned to preauthorize \$2500 for the team, let them get started, and then come back to the Board with anything above that and the Board commits to responding promptly. Juli seconded. Passed unanimously.

		<ul style="list-style-type: none"> - The question was raised on how often to report to the Board. Start with a monthly written report. - Are there any ideas that people have thought about? Last year's idea was a "Greek festival"-like world religion food idea.
7:30	Sabbatical Discussion	<p>Rev. Audette spoke with Rev. Claudia about her sabbatical from 3/15/2025-6/15/2025. There was no budget for Rev. Claudia's sabbatical. Original planning includes anticipated budget impacts, but with no budget Rev. Audette will cover supervisory duties and lay leaders will step up to lead some groups and teams. It is NOT allowed or ethical to fill a minister's duties with Interns. There may be some gaps in administrative work that was not originally in Rev. Claudia's portfolio. There was a specific ask: Kim and Jen may need to have some higher-level decision making ability. They could bring them to Rev. Audette. This would be 2 hrs per week for Kim and 1 hr per week for Jen. The impact would be \$672 to cover Kim and \$332 for Jen, for a total of about \$1,000. The other benefit is that Kim and Jen will be doing this on their own. The Board advises the Executive they support the addition of hours. There was no vote because this is under the \$2500 limit for the Executive to decide. Rev. Claudia can provide a written report on covering her duties rather than attend the next meeting. This will also be informative on how it feels with less staff.</p> <p>There was a larger discussion about the funding for the sabbatical. This fiscal year there was no addition to the sabbatical fund. At the last annual meeting it was stated that there was enough in the sabbatical fund to zero it out for a year. The Board expressed concern that there won't be enough funding for Rev. Audette's sabbatical in 3-5 years.</p>
7:45	Meeting Observations	<p>Very excited about the FUNraising team - their energy, expertise, and a group of people who are not already taxed with other duties.</p> <p>There were a couple spots where we were talking over each other. Sometimes it was a feeling like waiting for talking rather than listening.</p> <p>There may be a better way to monitor people who are online. Sometime in the future it would be great to have a room and technology set up to facilitate hybrid meetings.</p> <p>A request to set up a date for the Board retreat. The Board discussed an outside facilitator, but due to the time constraints board orientation will be facilitated by Rev. Audette. We could bring in a virtual speaker on fundraising. There will be virtual coordination of the day.</p>

7:55	Closing words, chalice extinguish, and adjournment	Mara read closing words
7:40	Executive session, closing, adjournment	The meeting was adjourned by Mara at 7:58 pm