

UUCWI Board of Trustees March 13, 2006 Meeting Minutes

Prepared: 3/17/06 by Susan C.

Meeting began at 6 pm

Present: Board Members and Kit Ketcham, Absent: Kathleen B., Treasurer

Chalice Lighting

Minutes approved

Treasurer's report

February 2006 balance sheet prepared by Kathleen B., reported by Tom. Distributed. Pledges ahead of schedule, \$3,500. \$6,800 outstanding pledges. Tom noted that 1/3 of the budget remained.

Minister's Report

Kit has nearly completed her move to her new Whidbey home. She reiterated her anticipation of increased involvement with the Caring Connections committee and CRE. She said she would like to encourage people to attend future AGM events.

Building and Design Committees

Kent noted that he was pleased with the clear majority vote from the congregation in support of the new building. Tom observed that people were well informed since many came to the prior informational meeting that was held.

Congregational concern regarding the need for a contractor license was noted. ACTION ITEM: Tom will investigate this and whether a bond is required for licensing.

The design committee decided not to expand the sanctuary. The costs are too high and the current plan will allow seating for 120 members. If necessary, two services could be offered.

The board discussed its role in an approval process for building expenditures while offering some relative autonomy to the contractor.

Decision tiers were identified: (1) congregation (2) board (3) building committee (4) site manager.

The board unanimously agreed to require board approval if any major item exceeds 10% of the existing budget for amounts over \$10,000. If a cost overrun of this sort can be addressed with a design change and stay within the budget, then the design committee can make the decision.

Tom will act as liaison between the committee and the board. He will hold the responsibility of tracking and monitoring and decide whether expenditure requires board approval. He will submit monthly reports to the board.

The board briefly discussed the process for materials selection. Should there be a Building Subcommittee dedicated to the selection of materials? Two main issues here: researching and selecting green materials when possible; maintaining an aesthetic continuity in materials selection. Tom and Sandy will bring this issue up at the next Building Committee for more discussion.

ACTION ITEM: The building committee will be asked to submit a detailed six-month plan.

President's Report

Toyan will send out requests to committees regarding their budgetary needs.

She reported that the capital campaign canvas is off a month because of a time conflict with the congregational meeting for building approval. The annual congregational meeting will be held at the end of June. The tight timeline was noted due to the end of the fiscal year July 1, 2006.

Programs

Discussion of training for new DRE. Toyan reports contact made with possible mentor, Kathy Walker, with the Port Townsend UU congregation. **ACTION ITEM:** Toyan will track this.

Board Discussion of Bylaws

Toyan submitted additional agenda items related to reconsideration of current bylaws related to membership votes. The board agreed to research the potential for future revisions including quorums, proxy votes, and absentee ballots. **ACTION ITEM:** Kent will research other UU policies and procedures regarding membership votes.

Committee Report

See requests for committee budget needs in Presidents Report above.

Toyan submitted an update on current committee memberships observing that a number of committees required membership and chair recruitment as soon as possible.

The Communications Committee will require a new chair and a volunteer to maintain a website. **ACTION ITEM:** Susan will research examples of website guidelines and policies from other UU congregations. **ACTION ITEM:** Susan will submit for board approval an ad to recruit a new caring connections committee to be placed in the newsletter.

The Social Action Committee submitted a proposal to the board to run an essay contest for youth of different ages. A \$50 award will be given for the best essay on sustaining the environment. Other prizes will be offered for runner-ups. The board unanimously approved the proposal and commended the committee for the idea with the recommendation that the Social Action Committee consider partnering with one or more local organizations and/or businesses.

Next meeting: April 10, 2006.

Meeting adjourned.