

# UUCWI Board of Directors Meeting Minutes

*Draft*

*November 14, 2005*

*Final  
Distributed 12/10/05*

Prepared: Susan C., Secretary, November 20, 2005

Attending: ALL PRESENT

Check-in

Review of Agenda.

Minutes Approved from last meeting (10/12/05)

Toyan reported that UUCWI pledges are \$4000 still to be collected.

## TREASURER'S REPORT

Kathleen submitted the monthly financial report. She noted that she is continuing to audit the accounts and reallocate monies. \*There was some confusion as to the Marsh Fund was still available and which account it was in. Kit informed the board that the money was for worship services, specifically for summer services. Since summer services were not held regularly in 2005, some money should still be available.

## MINISTER'S REPORT

Kit distributed an evaluation form to be used for the minister and the ministry and asked that board members review this for use keeping in mind her quarter-time ministry. She recommends a task force be formed to coordinate different evaluations from committees. She asked that UUCWI be one of several sponsors of the "Equality Day 2006", an annual antidiscrimination event.

## BUILDING REPORT

Tom distributed a comparison of early construction figures and revised construction figures supplied by a construction cost estimator who reviewed the Flat Rock design for costs. He noted that he adapted some figures that appeared to be too high. Several essential cost categories were added which were not represented in the original budget for construction of the new building. This included categories such as final cleanup. Although the most recent figures are higher than the earlier budget projection, Tom pointed out that with new materials, there were more opportunities for sweat equity,

which brings down the cost significantly. This includes stucco on the exterior of the building and plaster for the interior. He assured the board that vendors from a company based in Olympia would train volunteers. Electrical costs would probably remain relatively high. Some interior construction might have to be delayed depending on the budget. This might include cabinets in classrooms and some kitchen amenities.

The building committee will meet Monday, 11/21/05.

There is a shortfall regarding the current construction monies. However there are several resources. Tom informed the board that the \$8500 Chalice Lighter check had been received. The Pacific Northwest Growth Fund has responded and will loan \$50,000 at 5% based on what they currently have available. The loan is offered as a 2<sup>nd</sup> mortgage. Tom told the board that the PNWGF might also have more money available for distribution in the future. While Tom said it would be ideal to draw from local resources, he told the board that the UUAA based in Boston was a good resource and also had good rates. Much of the data that has already been collected can be used for different applications for loans and grants. This process should be easier now with a credible estimate.

**ACTION ITEM:** Tom will talk to Baird and then respond to the Pacific Northwest Growth Fund with the new figures.

#### CRE REPORT

Toyan presented a letter, previously emailed by her to board members, announcing the withdrawal of Frances Wood and Mavis Cauffman as co-chairs of the CRE committee. The co-chairs urged the board to take some decisive action to recruit a CRE staff member. The board discussed their letter, indicating a need to stimulate congregational interest. It was noted by the board that a viable CRE program will require a committed investment and the congregation has to buy into this as part of a growth plan. The fact that no CRE program currently exists is detrimental to recruiting membership if children show up and there is no program in place. The concern is also that the 4 pm service is a barrier to attracting families.

The board revisited the use of the Children's Theatre space in Langley, which based on preliminary discussions would be available for \$300 a month and available at 10 am on Sundays. It was decided that the board will make a site visit to the space.

Toyan reported that one or two members living on the North end of Whidbey were concerned about the extra miles to Langley if the location is changed. The board agreed that, prior to any decision, an effort should be made to address this concern.

**ACTION ITEM:** the board will visit the Children's Theatre space this coming Friday, November 18, 2005 to see if this is a feasible option.

**ACTION ITEM:** A special congregational meeting will be called for December 13, 2005. UUCWI members will be notified through the UUCWI newsletter

Board members agreed that a growth plan was essential and that this plan should not be entirely dependent on a new facility, but also give equal consideration to programs that serve the UUCWI membership and friends and also UUCWI's role in the community.

ACTION ITEM: Tom and Kathleen will begin work on a new business plan based on a five-year growth plan.

The board will review the UUCWI mission statement and goals at the next meeting.

Old Business: Membership in the Puget Sound Unitarian Universalist Council. Cost is \$2 per member. Motion approved and seconded.

Next Meeting Date: December 12, 2005, 6 pm.

\* You have received Dave C.'s files regarding the Marsh fund. Please also note an update from Kathleen. \$600 was deposited on 5/31/05 and \$445.00 has been used for summer services on the land, therefore, the balance in said fund is \$155.00.