

UNITARIAN UNIVERSALIST CONGREGATION OF WHIDBEY ISLAND
Minutes of the Meeting of the Board of Trustees
6:00 pm – Trinity Lutheran Church – January 4, 2007
APPROVED 2/1/07

Attendees: Toyon C., Mary G., Dave C., Tom B., Kit K., Frank A., Kathleen B.;
Absent: Sandy W.

The meeting opened with Check-in and a review of the agenda followed by a poem recited from memory by and chalice lighting by Mary. Dave was welcomed as a new board member, replacing the late John A. and assuming his role as secretary. The minutes of the previous meeting, taken by Tom, were corrected. Decision: A motion to approve the minutes as corrected was made, seconded, and passed.
Action: Tom will incorporate the changes and email the minutes
Action: Dave (in role of webmaster) will post them to the website

Kathleen made a treasurer's report with handouts of both balance sheet and Profit and Loss statement for both the Building Fund and UUCWI Operating Fund. There is a \$21,908 balance in the operating account and \$94,276 in the Building Fund as of Nov. 30, 2006. There has been significant recent giving. Action: (Done) Kathleen will provide a total of pledges (\$209,645) and pledges paid to date (\$167,449) as of Jan. 4, 2007

Kit made a brief minister's report. She named six persons who might become members very soon. She attended Winter Eliot at Seabeck, where the speaker emphasized involving entire congregations in social action, something to which she had been giving increased attention.

Committee Reports:

Tom reported for the Building committee that the site plan has been approved by the county, and handed out a copy. There is a 30-foot easement along Route 525 to be left in a natural state. The Building Committee will meet again tomorrow morning. Roy is talking with contractors about their taking the general contractor role instead of himself, because of the insurance requirements and workload.

Kathleen, Tom and Dave made a report from the Finance committee, which met Tuesday, relating to the new building. The committee is revising the UUA First Home Grant application and the growth plan, and preparing bank loan applications. These should be complete within two weeks. Responses could be expected within a month or two, at which time the congregation will be asked to meet to approve becoming indebted.

Dave and Tom handed out and explained an updated version of the spreadsheet representing the UUCWI building planning budget. It incorporates the new pledges and current membership numbers and a few minor adjustments that were identified. The good news is that the recent capital campaign raised enough to pay for the green items and enhance the reserve to the minimum needed levels. Commendation: The board expressed great appreciation for the dedicated, high-quality, and successful work of the Capital campaign committee.

Tom presented an analysis of the cost estimates for the building. 55% of the cost is based on quotes from contractors, 23% on computations by Roy B. based on per-unit quotes, and 21%, including sweat equity items, are "guestimates." Dave and Tom listed principal concerns for the capital budget headed by the as-yet-unknown impact of having a hired general contractor, and adequacy of the reserve. Dave described a project management model for consideration at a later meeting. It was noted that the method of selection of the general contractor, and the criteria for doing so, have yet to be clarified. Roy has suggested that the general contractor should be the one to submit the building permit request to the county; it will then take

about two months for the county to process. This appears to be the critical path to getting started. The congregation will need to approve starting construction. Kit suggested anticipating a groundbreaking as early as March.

The operating budget still requires as much as \$5,000 of additional funds next year and again the year after if we are to reinstate a paid choir director and begin paying a mortgage. The mortgage will be approximately \$12,000 of additional expense next year and \$24,000 the year after, and subsequently. Key concerns are whether new members will join in the anticipated numbers and whether they give, as assumed, at the same rate as present members. It was noted that our giving per member is not high compared to other UU congregations; an emphasis on increasing this rate in the next pledge campaign was recommended.

Decision: The board accepted the updated budget plan presented (File Jan07-DC_Mod4.xls).

Decision: The board approved by consensus authorizing the Finance committee to apply for bank loans.

Action: Dave will email an even newer version of the spreadsheet to the board after new data from Kathleen and Tom is available in the next few days. Changes are expected to be minor.

Action: (Done) Dave will email copies of the suggested management plan to the board and the chair of the building committee.

Commendation: Toyon expressed appreciation on behalf of the board for the work of the Finance committee and their report.

The auction planning is on schedule, Toyon reported. She is looking into whether any insurance restrictions exist on serving alcohol.

The Nominating committee has begun deliberating. Chair Tim K has been seeking input. Francie W. and Wayne B. are the other members.

Kit reported that the Caring Connections committee is looking into how members can support one another during power outages.

Kit reported, under the heading of Adult Religious Education, that the North End Coffee Klatch is organizing a north end study group. It might, for example, do another Building Your Own Theology program.

Old Business:

Toyan said that what she was thinking regarding the Mission Statement was published in the newsletter.

New Business:

Toyan passed out copies of the declarations pages of our Insurance policy. Mavis holds the original policy.

Input was requested by Toyon on the best process to review the minister. Kit suggested she do a self-evaluation. This will be discussed further in future.

Tom passed on a request from Terri A. that the costs of running our operations be published before the next pledge campaign. The board agreed this should be done.

The next board meeting will be Feb. 1 at 6 pm. The meeting was adjourned at 8:05 pm.

Respectfully submitted, Dave C., Secretary