

UNITARIAN UNIVERSALIST CONGREGATION OF WHIDBEY ISLAND

Minutes of the Meeting of the Board of Trustees

6:00 pm – Trinity Lutheran Church – February 1, 2007

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

Absent: Frank A.

The meeting opened at 6:05 pm with the chalice lighting and a reading by Dave from William Blake, followed by a brief check-in and a review of the agenda. The minutes of the previous meeting were approved. Dave noted that he needed electronic copies of the approved minutes from April, May, and November for the website.

Action: Tom and Sandy said they'd check their files for the missing 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 \$24,402 balance in the operating account and \$128,489 in the Building Fund as of Dec. 31, 2006. There has been significant recent giving.

The board reviewed Kit's written minister's report. Sandy noted that we might view the notice of our being a Welcoming Congregation as an opportunity for publicity.

Committee Reports:

Tom reported for the Building committee on their newest draft of Building Project Responsibilities. The board felt that key contracts should be reviewed by our to-be-chosen attorney and all contracts should be read carefully. On the question of scheduling a groundbreaking it was felt that the road and site clearing and congregational vote to proceed needed to occur first. Tom reported that application for a building permit may require electrical and mechanical configuration to be complete, in which case we will have to select the heat pump contractor and mark drawings with electrical requirements before submission. After considerable discussion it was agreed that the Building Committee would refine the wording and bring a specific document for formal adoption at the next board meeting, along with specific requests of individuals to be formally approved in key roles as called for in the draft document. Dave asked about policy and progress on soliciting and qualifying contractors, given that we are a prominent organization operating in a community.

Action: Tom will convey comments on the draft Responsibilities plan to the Building Committee.

Action: Toyon will complete the identification of an attorney.

Dave reported for the Finance committee. Since inception of the program to buy land the Capital pledges made total \$284,619, of which only \$51,753 remain unpaid. Kathleen was credited for realizing that the original gifts of \$75,519 in 2001 also qualify as a basis for our First Home Grant Application, which can be 10% of raised or pledged funds. Dave and Kathleen have identified adjustments to the books needed to resolve what specific funds were in operating and building accounts in the last two years, an issue only recently brought to light and traced to incomplete transfers of funds to the building fund account when it was separated from the operating account in 2006. Kathleen and Mavis have just certified 61 members to the UUA, less than our plan, even though there are a number of prospective new members "in the pipeline." Combined, these factors suggest a serious operating shortfall in the next three years. After discussion of the consequences of making the identified adjustments, in order to provide a cushion for paying the mortgage in early years, the board approved retroactively the transfer that occurred in 2006 of \$7624 of funds from the building fund to the operating account. Toyon stressed the importance of a successful canvass this year. Based on the plan presented, a goal of \$51500 was adopted. \$43500 was pledged this year, so that will be an increase of 18%.

Action: Dave will adjust the Building Budget spreadsheet to reflect approval of the adjustments and the approved transfer. This will be used in grant and loan applications and represent the current approved Budget Plan.

It was decided not to change the Growth Plan, which was completed and approved in early January, even though the projected numbers of members in future years have changed in the new Budget plan due to the smaller current number of 61 members. Some optimism was expressed that by the end of the fiscal year June 30 the actual number of members would catch up to the goal of 68 stated in the plan.

The auction planning is on schedule, Toyon reported.

The Canvass kickoff dinner is March 17.

The CRE program is planning an art and craft sale in conjunction with the April 22 Earth Day service. A celebration in June is being planned for those involved in the Up and Coming program.

Dave will be the board liaison to the Communications Committee.

The Worship Committee is doing its part of the minister evaluation. Next month the Board will take up its portion.

Action: Toyon will send out a revised form to Board members.

The board agreed that Marilyn S. be asked to fill the vacancy on the Committee on Ministry.

Old Business:

None

New Business:

The board voted to approve Bill G. as the official UUCWI delegate to the AGM in Boise. Tom will be going too, but cannot be our delegate in addition to his PNWD role.

Kit suggested we consider having a Safe Congregations policy and form an ad-hoc committee to develop it. This will be discussed more next meeting.

Action: Kit will send out Westport's draft policy.

Action: (Done) Dave will send out instructions on accessing our existing policies on disruptive behavior and on CRE safety.

The board approved sending mail newsletters free for three months, then requesting a donation of \$10, and not sending more if not received. Email newsletters would continue to be free and available on the website.

The next board meeting will be March 1 at 6 pm. A Board picture will be taken! The meeting was adjourned and the chalice (and the corner of Dave's notes) extinguished at 8:20 pm.

Respectfully submitted, Dave C., Secretary