

## MINUTES OF THE UUCWI BOARD OF TRUSTEES of March 12, 2008

PRESENT: Frank, Baird, Lois, Mary, Kit, Paula, Pat, Camille.

GUESTS: Tom B., Maureen

### MINUTES:

Pres. Baird called the meeting to order at 9:00 a.m. and lit the chalice. Pat read the Opening Words by The Rev. A. Powell Davies (1902 – 1957) from a speech delivered at Howard University, May 29, 1955.

Baird thanked Lois for taking the minutes of the February meeting in Pat's absence, and the minutes of the February BOT were approved.

Tom was present to discuss the building budget and presented a handout to all. Items explained were as follows:

- The contingency fund is gone.
- The unverified quesstimates received were \$50,136.00.
- The major unknowns about the septic system are estimated as being \$19,493.00.
- Item decreases (net decreased) were -\$7,233.00.
- Items needing to be done by others than the congregation are \$13,341.00.
- The framing cost has gone up.
- The drywall came in higher than originally bid.
- Parking/Path lights are needed for \$250.00.
- Insulation was higher than the bid.
- The Septic System was redesigned. Budget amount of \$19,493.00 has not yet been bid.
- Unverified quesstimates are a total of \$50,136.00. It is unknown if this total is true, but this is a conservative guess.
- Kitchen appliances are hoping to be donated. The only plan is to purchase a stove and dishwasher.
- We are within \$10,000.00 of coming close to what was budgeted (a tight budget).
- It was explained about the contract for using the crane. It was used many more hours than planned. A meeting was held with Eldon. Congratulations go to the team who met to clear up about the parking and the use of the crane.

Frank would like to take a trip to a store in Seattle to see what is available (cheap) for use in the church, and asked for volunteers to go with him. There is no storage space inside the building, so this has to be taken into consideration.

### MINISTER'S REPORT:

This was sent out ahead of the meeting. Kit was encouraging that policies be developed about use of the new building by other groups. She will send out some suggestions she has from other ministers. Renting our space has to be specific and related to our mission. We can't charge just anybody for use of our space. Information from smaller congregations will be the most helpful.

## CHURCH ADMINISTRATOR'S REPORT:

Maureen reported that everything is going along the same. There is a new system in place to record the Sunday services now. Mavis, Joan, and Maureen are working on this together now. Maureen was complimented on her email of March 7<sup>th</sup> announcements. Everyone liked receiving it. The data base is about 95% complete now except for one more thing that will help Maureen access it. She does have a new master roster, but it needs more refining yet.

## TREASURER'S REPORT:

Paula presented the following report:

Our application for property tax exemption has been approved by the Washington State Dept. of Revenue. We have received notification from Island County confirming our exempt status.

The bank balances are:

[Call the treasurer if you have a need to know balances. – webmaster]

The recommendation from the Finance Committee that the balance sheet reflect a new "Fixed Asset: Building" has been accomplished. The value is all of the cash, both from capital campaign and from loan proceeds, that has been spent to date on the design and construction of the building. This amount is: \$252,526 as of Jan. 31, 2008.

We have added pledging members so the pledge balance has increased, being now \$801 more than budget. However pledges are not 100% collectable, so the budgeted amount is probably correct.

I will be working with the canvass chair, and the finance committee, to give the best estimate I can provide for the requirements of the '08-'09 budget, given the impact of our mortgage.

The building construction financing still appears to be realistic although very close with little margin for error. Most of the big items have been done, or have firm bids. The "Sweat Equity" remains a major contributor with the siding well underway. Considerable additional effort will be necessary to complete the other major sweat equity projects. The conversion to long-term financing through UUA remains at the target date of 10/08.

Paula K  
Treasurer, UUCWI

We are already over budget for this year, and we still have several months to go yet.

## COMMITTEE REPORTS:

Music Committee – Frank reported that there are some problems adhering to the budgeted amounts. The board directed the Music Committee to reconcile expenditures to the budget. Amounts paid to guest musicians needs to be limited.

Auction Committee Report – Camille said the net amount was \$7,180.73 with \$120.00

yet outstanding.

Visiting Stewards – Lois reported that we now have 15 visiting stewards so far, and training is scheduled for Sat., March 15<sup>th</sup>. She handed out several samples that will be used this year by the Visiting Stewards. The yellow card will be the membership renewal form and the pledge amount for the next fiscal year, and is also our annual survey of members. The survey for 2008 will ask three things:

**KEEP DOING:** What are our strengths? What attracts you to UUCWI? What keeps drawing you back? How is your life enhanced by your involvement with this congregation?

**STOP DOING:** What aren't we doing well? What activities or parts of activities should we discontinue? Is there something you would like to see in its place?

**START DOING:** What new things would you like to see added?

**PERCENT GIVING?** Many UU congregations recommend that donors determine their pledge amounts based on a % of their adjusted gross income. UUCWI encourages you to consider pledging 5% of your adjusted gross income. We would like to hear your thoughts on this method of deciding on a pledge amount.

We will now have a mortgage payment of about \$20,000.00 to be paid each year. The Capital Campaign will be held later to ask for money for furniture for the new building. The Cs have an idea for purchasing chairs. We are canvassing all members and new friends. A summary of answers to the three questions should result in a report to BOT and the Worship Committee.

#### OWL PROGRAM:

There is a budget of \$800.00 for training. We should be prepared when the time comes when we need to have two people attend the training. Baird had handouts for a training session to be held April 1-2-3 in Bellingham, Friday night, all day Saturday, and until 4:00 p.m. on Sunday. It is 15 hours of intensive training for 27 weeks, with a 2-hr. meeting once every 2 weeks outside of Sunday School time (perhaps on Wednesday nights). We should be thinking about doing this training within the next two years.

#### COMMITTEE REPORTS:

**MUSIC COMMITTEE:** Frank reported. Budget inconsistencies remain and need to be worked on – with consistent pay for guest musicians.

**FINANCE COMMITTEE:** Paula reported on this committee earlier during the day.

**AESTHETIC COMMITTEE:** Mary reported on the donation form that has been developed to ask for furniture donations for the new building, such as a refrigerator, microwave, and other things. The form has a place for a picture of the things offered to the church, with dimensions, etc. and the committee will decide what things are acceptable. A motion was made and passed to use the form as developed. Frank would like to take a trip to Seattle to see what things could be purchased for a low amount, and would welcome other members to go with him. We have a permanent loan of a piano. The committee will make the final decisions on which offers to accept.

**MEMBERSHIP COMMITTEE:** Lois reported that we have one new member.

**SOCIAL JUSTICE COMMITTEE:** It was announced that this committee has no report. The Congregation will be celebrating Justice Sunday on March 30<sup>th</sup>. T-shirts will be worn by the committee members and will be available for sale to other members if so desired.

**CHALICE LIGHTER COMMITTEE:** Baird reported that a person will be appointed as chairperson to this committee to organize the chalice lighters. A request is made to the Pacific NW every five years, which will be in 2009.

**REVIEW OF THE MINISTER'S PERFORMANCE:**

The board members each commented on their feelings of the work that Kit is doing as our minister. It was recommended that Kit be asked to be our "Called Minister." Baird will communicate the board's review to Kit.

Mary will do the reading for the chalice lighting at the next BOT on April 9, 2008 which will be held at 9:00 a.m. at Trinity.

Meeting adjourned at 11:10 a.m.

Respectfully submitted,

Pat Lewis, Secretary