

Unitarian Universalist Congregation of Whidbey Island  
Board of Trustees meeting  
April 9, 2008

Minutes

Present: Baird B, Kit Ketcham, Paula K, Mary G, Frank A, Lois C., guest Maureen M. [Tom B present for reports on the building progress and the nominating committee.]

Chalice lighting and opening reading by Mary.

Minutes approved as presented.

**Building committee budget report.** Tom B presented information about the current status of the building budget. The electrician cost overrun will be just under \$3000 – not the \$6000 that had been anticipated. The septic installation bid is on target. The committee is still working on budget calculations – i.e. balancing the capital pledges with collectables, and trying to determine what is collectable.

Discussion regarding what is the best material for the surface of the back wall of the sanctuary to modulate resonance. Acoustic tile is proposed, but there was some concern expressed about its effectiveness with music. Further research and discussion is needed.

**Nominating committee report.** The committee will meet today [April 9, 2008]. Five positions are open. Tom asked for recommendations. The present officers can be renewed for another year. The slate of proposed officers and trustees needs to be published by May 1<sup>st</sup>. Baird will write a newsletter article describing the nominating process, and an all-member email will go out also describing the process.

**Minister's report.** Kit submitted a written report of her last month's activities. Additional items were discussed:

Kit requests a written report of the feedback of last month's BOT meeting.

Regarding "calling" a minister: The process involves first a decision by the congregation to call a minister and then a decision as to whether or not we want to call Kit. Kit suggests waiting until we are settled into our new building before taking action on this. In the meantime, we need to draw up a new contract for the next church year.

**Administrator's report.** Maureen reports the data base is up to date. She asks that we let her know of any problems in receiving data on our own computers. Discussion regarding communication:

- Is there anything we need to advertise? For example: the June 8<sup>th</sup> annual meeting? Question: who will write the newsletter announcement? Maureen will draft an announcement for board comment.
- Lois and/or Kit will write an announcement regarding the New UU class to be held April 26<sup>th</sup>.
- Baird will compile the agenda for the annual meeting.
- There was a suggestion that committees should submit an annual report.

There was a suggestion that we hold a “Committee Faire” to help all [especially newcomers] learn about what the committees do and to have an opportunity to volunteer.

Mavis will chair a committee to develop building use policies.

**Treasurer’s report:**

Paula presented a written report as follows:

**TREASURER'S REPORT  
APRIL 9 2008**

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

We sent out operating fund pledge statements 3/31 and have received some payments. There is now \$8,200 outstanding in pledges for the '07-'08 church year; of which \$7,000 will probably be received.

The Stewardship Dinner was well-attended on April 5. All "face-to-face" meetings with pledging members and friends will be accomplished in the next 2 weeks; after which we will have a better idea of our income from pledges for the '08-'09 year.

I transferred \$18,000 from the Wells Fargo Building Fund to the Peoples Bank Construction account when the CD matured at Wells Fargo. This has resulted in a smaller draw from People's Bank Construction loan; Tom indicated \$7,000 or \$8,000. With falling prime rate values, our construction loan is now at 6.00%, 1.75% less than our forecast amount. We may do well to consider options other than the UUA loan as mortgage values go down. It may be that a conventional commercial loan is more favorable than one tied to the 7-year treasury. The finance committee will consider this.

Projections to end of church year 6/30/08 (cash)

Income to operating account balance	\$20,168
Operating expenses (all)	\$14,000
operating fund balance	\$ 6,168

The '07-'08 budget projected a \$4,600 shortfall to be supplemented by reserves. The difference is mainly that last year's budget contained \$5,250 for debt service.

As the Peoples Bank Construction loan is structured, the interest payments (debt service) is paid through the construction account, not from operating account. The other positive impacts are: new member pledges exceeded budget projections by \$900 and the services auction exceeded projections by \$1,300. On the expense side, there are several categories of expenses that are less than projected.

The amounts I have presented here are also projections, and there could be some changes as I could have mis-estimated some of the expenses as well.

Paula K, Treasurer UUCWI

Additional discussion:

- We will need to hold the total budget 'as is' for the first year into our new building. Committee heads should send budget requests to Paula. We can make adjustments between line items as appropriate.
- Instead of the anticipated deficit, we will have a surplus of \$6000 at the close of this fiscal year.
- The debt service is coming out of the construction budget at this point, but will shift to the operating budget once we start paying the mortgage.
- Proposed budget for next fiscal year will be available after the finance committee meeting on May 7<sup>th</sup>.

### **Committee reports:**

CRE – nothing new to report.

Worship committee would like the BOT to consider establishing a hospitality committee. Said committee would be responsible for arranging for refreshments, ushers, sanctuary set up. Proposal: establish an ad hoc task force to develop this plan and return a recommendation to the Board. Ad hoc committee will be Kit, Mary, Camille and Pat.

Stewardship – canvass is in progress. Final results should be available for next board meeting. With 12 pledge units reporting so far we have a total of \$12,605 pledged.

Membership—a new UU class will be held April 26<sup>th</sup> at Lois's house.

### **Old business**

Building committee: Paula expressed concern that Tim's email updates are not effective in recruiting workers to the site. Frank will make announcements at Sunday services. A suggestion was made to offer coffee and donuts at a mid morning break at the construction site. Several agreed this would be a great idea!

Landscaping committee met: they are focusing on "low impact development" of the site. They have no budget at this point so are relying on sweat equity and low tech and native plants. The most critical issue to deal with now is the storm water run off. Proposed costs have dropped from \$28,000 to \$3000 because

we were able to save sufficient native vegetation to utilize storm water collection and diffusion into areas of undisturbed native vegetation; instead of a very complex and expensive system of collection, treatment and re-introduction which would have been closer to the \$28,000. The landscape committee is working on the sign installation and has proposed a general site plan to be developed as we are able and have the funds. This includes a memorial garden with the concept of a water garden which would again assist in the storm water runoff issue.

Purchase of chairs: It was moved and passed that we proceed with implementation of the Cs' offer of matching funds for the purchase of chairs for the sanctuary.

Question: We will need to decide about the expectations of the Administrator in our new building. Will we set office hours? Maureen asks that we establish mail boxes for officers and committee heads, etc.

Next meeting: May 14<sup>th</sup> – Baird will open.

Lois C, acting board secretary