

## **UUFM Executive Board Agenda Minutes for Review**

Tuesday, July 18, 2019, 7:00 pm - 8:30 pm

Jessica Sievers  
Sandy Nelson  
Cathy Hedge  
Rob Morrison  
Eli Martinson  
Mark Mayfield  
Jonalu Johnstone

### **1. Gather and Welcome (check-ins)**

### **2. Opening Words – Rev. Jonalu**

- a. Natlie Fenimore: We are called....What do we choose, how do we answer?
- b. A new year...a new board

### **3. Consent Agenda**

- a. Approval of May Board Meeting Minutes
- b. Minutes approved as amended (Eli move, Rob second)

### **4. Updates from Chair**

- a. Offer to use Blue Vista (Drew Vennum)
  - i. What purposes would be possible?
  - ii. What are we talking about with space
- b. Stewardship for Us, "Next Steps" weekend Sept. 19-21
  - i. Survey Mark will fill in what he knows
  - ii. He will be asking board for additional information
- c. What we need to be thinking about as a board: UUFM Handbook
  - i. UUFM Handbook revisions: Board is to review every year. May do through the year and make amendments if need to. Mark will do this.
  - ii. Jonalu suggests do a bit of the revision each time we meet, personnel, rental policy. Eli agrees.
  - iii. Will also delve into for retreat.
  - iv. Our roles--review for retreat--website
- d. Kansa Lands statement from UUFM Judy NicholSEN not ready to pursue at this point, but will later.
- e. Musicales: possible site location might be considered (First Christian?)

### **5. Stewardship Report-Chair.**

- a. Mark feels we are about halfway there on making contacts with members. Consulting will give us guidance. We need a more standard process.
- b. Most donation levels have increased but not all, and a few have gone down. We recognize that everyone has a unique situation and won't always be able to increase.

- c. Eli plans more detail of the process for retreat weekend.
- d. MarkM: Total amount is 20% more for same set of people.
- e. 41 pledges have been confirmed. ~~are in~~
- f. Stewardship committee feels confident that our total pledged support will be increased over last year's total
- g. Mark relayed that Michael Oldfather is concerned that a small number of older individuals support a large proportion of the budget. This is a fairly typical pattern but, in our case, the number of these older benefactors is dwindling.
- h. JJ recommends asking consultant what quartile proportion should be for a healthy situation.

**6. Minister's Report – Rev. Jonalu Johnstone- See Report**

- a. Has finished staff evaluations.
- b. Will revise job descriptions before our retreat. (Will do in a collaborative way because some areas are negotiable.)
- c. 3 events showed “What a great congregation this is.”
- d. Things are going well.
- e. Are there things we should do to keep First Christian in mind...including financial plan.
- f. Mark thanked JJ for thoroughness and all she does.

**7. DRE Report – Sandy Nelson- See Report**

- a. Status quo for summer. Kids show up and have fun.
- b. Rob: How much do numbers go down? SN seems down for this summer .
- c. Highlights: Owl facilitator training. Budgeted extra \$1500 by congregation. Enough showed up, didn't need funds and net \$600 that will pay for air and plumber. 26 hours. 20 participants. 10 congregations represented. 8 direct helpers and countless indirect helpers. Put our best foot forward and very positive feedback from the trainers. Cramped, but otherwise would have had to move service. 6 from our congregation.
- d. It needed to be done.

**8. Facilities report:**

- a. Dan Swenson's Facilities committee report for April has the details of the Quote for this project that is recommended by Dan. It is a quote from Hartman Masonry that breaks down the price for each separate segment of the wall .
- b. Safety coordination/ Rob
- c. If there was an emergency during a service, where would we go?
  - i. JJ mentioned that the UUFM's policy is detailed and available.
  - ii. Sandy: children do drills at the beginning of the year. They meet by the tree and DO NOT go get parents. Go up hill for intruder.
  - iii. AED (defibrillator) is in the kitchen. Someone did training...The defibrillator simple to use.
  - iv. Rob: consider a refresher.
  - v. JJ and SN: Inform the congregation at the start of the year on the same day (as the children.) about the safety manual, procedures, AED, etc.

- vi. JJ: train more on the policy so people would be confident
- vii. Mark: Talk about this more...plan at the retreat.

## **9. Treasurer's Report – Sandy/Eli**

- a. End of the fiscal year, May 31 18-19,
  - i. Budget \$130,000
  - ii. At end of pledging \$125,000
  - iii. Came in at \$117,000
  - iv. 10% difference (as can be expected.)
  - v. Money put in for other income included.
  - vi. Result. \$47,000 short on budget.
  - vii. Carried over loss, \$9,393. (Loss from operating account.)
  - viii. The size of our transfers are growing.
  - ix. Mark: accept this as the annual report?
    - 1. Rob motion to accept the report
    - 2. Jessica Second
    - 3. Motion carries.
- b. Report for the end of this year:
  - i. Will use line item for consulting which makes amount way over.
  - ii. First month pledges look good.
  - iii. Over 1/4 of budget in. (Sandy, many pay at start of the year for tax purposes)
  - iv. Non-pledge income goes to helping hands. (Not included twice)
  - v. Non-pledge income is from Grow Green Match Day and will be included in the fund-raising column.
  - vi. Grow Green Match Day funds. May need to be included somewhere else. Now in leadership development.
  - vii. Will need to take funds from expendable endowment for roof. Depending on price, may need to go to Fellowship for spalling.
  - viii. Delay because we are lower on the list.
  - ix. Jessica: Some damage might occur because of large equipment.
- c. Mark thanked Eli for his report.

## **10. Old Business:**

- a. Brick spalling (Exterior south and west wall brick project)
  - i. Discussed who should approve and what funds will cover this.
  - ii. Discussion of what should be done. What repairs are most needed. Certainly the south wall. What is the risk?
  - iii. Share decision with facilities.
  - iv. Eli: Motion to ask facilities to make a rec. to the board on the scope of the project and what bid to go with.
  - v. Rob second.
  - vi. Discussion...let us know what needs to be done.
  - vii. Mark will discuss with Dan Swenson.

- viii. Motion passes.
- b. Jessica says we sent Judy Nickelson to leadership training. We covered that.

**11. New Business:**

- a. Minister salary amendment:
  - i. JJ reports Kathleen Oldfather Human Resources proposes (Official wording: Effective July 1, 2019, Jonalu Johnstone's salary for 2019-20 will be \$53,933, or \$4,494.42 per month. Her salary includes a housing allowance, which she has requested to change to \$1,600 per month. All other benefits will continue as specified in her contract.) July 1, 2019 total compensation, \$53933 salary and housing to \$1600/month. (Eli will send wording to be included in draft minutes and approved at next board meeting.
  - ii. Rob move
  - iii. Jessica second
  - iv. Approved.
  - v. Rob do this next year when we do the budget.
- b. Michael Oldfather has volunteered to be Finance Chair. Eli is currently doing both. This does not need to be approved formally.
- c. Rental policy, oversight
  - i. Jonalu proposed language. First reading.
  - ii. Current issue, ACLU wanting to to use for listening session.
    - 1. We don't have a policy in place
    - 2. August 27 to approve and then next month discuss
    - 3. Will look into policy to see Eli will check with Kathleen
    - 4. Rob move we allow ACLU on Aug. 27
    - 5. Eli second
    - 6. Motion carries

**12. Board Retreat organization**

**13. Place:** Sandy volunteers home: 1906 Bluestem Terrace.

**14.** August 10, 9-12 can do lunch after. Potluck.

**15. Adjourn at 8:51**

Cathy's notes: Extent of summary of board reports, since available to board. Is this for purpose of posting on website? Available to public? Guidance, please.

Spalling  
Eli Martinson  
Add Cathy  
Canvass.

Discussed in closed board, executive session, discussion doesn't go in the minutes, just the outcome.

Needs to be readable.

Move we pull them in.. change to move we contract with Finklestein Consulting.