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Cascade Unitarian Universalist Fellowship

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BOT Meeting Minutes Wednesday, August 14, 2024

Meeting Called To Order: 6:35 PM

Attendance

- **BOT Members Present:**

Julie McAlister, Rita Salama, Don Flick, Linda Herrington, Larry Tobiska, Rev. Thomas Tobiska, Don Flick

- **Absent:** Heather Coonrod, Jerry Baillie

Quorum was declared by the BOT president.

Opening Words/Check In: Rita Salama

Consent Agenda:

1. For Approval:

- a. Final Finance Report For the Last Fiscal Year
- b. July BOT minutes.
- c. Office Administrator Report
- d. NBTF Minutes
- e. July Finance Committee Report
- f. Minister Report
- g. Executive Action Taken to Approve July wage increase for Natalie Severson to \$17.51 to correct Salary error.

Consent Agenda Approval: Motion by Linda Herrington, seconded by Rita Salama. Passed unanimously.

New Business:

1. Child Care:

Upon discovery that Natalie Severson would be able to continue her child care duties through the month of August, it was proposed to authorize her continued employment for that period at her newly corrected salary rate.

Motion to approve the new salary rate of \$17.51 and to pay Natalie Severson through August was made by Larry Tobiska, seconded by Linda Herrington, and approved by members present.

2. Financial Reports:

Larry Tobiska indicated he is behind his self-imposed schedule to complete his financial reports for the month of July. A great deal has been accomplished, including the annual report to every pledging unit for the previous fiscal year, as well as the P&L and Balance sheet for the previous year. However, he hasn't yet completed statements for the month of July. Julie recommended that financial reports for July and August be discussed at the September BOT meeting, which was agreed to by all present.

3. Installation Service update: Rita Salama

The team met with Rev. Thomas to understand his objectives and desires for this service.

As a result, Rita is working with three individuals - the minister of the Moscow, Idaho, Unitarian Church, the minister of the Edmonds Unitarian Church, and a representative to be named by the Regional Unitarian Universalist Organization to identify a Sunday in October or early November to participate in this service. Perhaps unsurprisingly, this has been a challenge. One individual is on sabbatical until September, another is unresponsive at this point, while the region indicated they will either send a video message or provide a representative, but noted they have no budget for travel. Rita assured them that CUUF will cover such travel expenses.

Installation is a meaningful event in the life of a UU fellowship, and will include a Sunday PM service followed by a celebration dinner. Don Flick will work with Larry Tobiska to create a budget category for the installation service with an initial budget of \$5000, which will be further refined as details become clear.

4. Office Administrator:

It was reported that Petra has posted a copy of the CUUF budget on our website. It was decided to ask her to remove it immediately, given the amount of personal information contained therein. This issue will be revisited if and when CUUF can create a secure website.

5. Retreat/Orientations Update:

The planned agenda is taking shape. Will begin with two "icebreaker" exercises. One volunteer has stepped forward to conduct one, and Rita volunteered to provide the second.

Lunch will be salads, updated notebooks will be distributed, and confidentiality and conflict of interest statements will be signed. Other topics will include knowledge acquisition and evaluations of how to guide BOT actions in the coming year. As well as subjects defined at this BOT meeting.

6. New Building Task Force (NBTF):

- a. Three three-member teams from CUUF met with a small group from First United Methodist Church (FUMC) to explore the possibility of using the "surplus" Trinity United Church Property (TUMC) as CUUF's new home.

Initial conversations are not as promising as initially hoped for, with issues including rent, amount/use of space available, CUUF signage, etc.

- b. Their regional government has told FUMC that they can use the facility in any way they want. They have invited proposals from a large number of non-profits (approximately 40) in the valley and, unsurprisingly, found a great deal of demand for such space.
- c. Although FUMC uses the building rent-free, they are proposing to charge CUUF \$1 per square foot rent. CUUF communicated a need for exclusive use of the sanctuary, which doesn't need to be taken down and set up after every service, plus two offices, and one room for children. There can be sharing in the children's room, with the use of lockers, but this is our minimum space need.
- d. There was also concern that they may restrict our use of CUUF signage. The FUMC group was a "discernment team" and not in a position to negotiate anything. The ability to make this work for CUUF has become a bit more problematic, but it will be pursued to its conclusion.
- e. NBTF will meet next week. Apparently, the CUUF Team is expected to write a proposal. It was recommended that the NBTF write a proposal quickly to define what would be acceptable to us, including what CUUF would be willing to pay. The NBTF has a listening session scheduled with the fellowship on September 29. There is a general sense of "all deliberate haste" given the approaching actions by DOT regarding our current property.

7. Allocation of Projected Financial Surplus:

- a. The Finance Committee provided recommendations on allocations for the currently projected financial surplus. Per Larry Tobiska, the current proposal is to split \$33,000 three equal ways between the capital campaign fund, contingency funds, and a reparations fund.
- b. There was broad agreement to allocate \$10,000 into the New Building fund, and \$10,000 into a fund to be created for "Reparations". However, it was agreed that a task force is needed to define what CUUF goals and objectives are relative to the reparations questions. All agreed that this will be a challenging question to appropriately define and gain Fellowship approval.
- c. There was concern voiced about the \$140,000 currently in CUUF's non-interest-bearing checking account and the need to move to higher return CDs.
- d. There was substantial discussion regarding the appropriate amount of money to be set aside for contingency, and this subject will be added to the BOT retreat agenda.
- e. Larry Tobiska moved that \$10,000 be moved into a Reparations account, with the balance of \$22,000 into the new building fund.

Don Flick seconded, and the motion carried.

8. Rental Policy:

- a. The new rental policy was reviewed, and gratitude was expressed for the amount of work done to create this comprehensive update of the rental policy.

Motion to adopt new rental policy was made by Don Flick, seconded by Linda Herrington.

- b. Rita will work to create a list of individuals willing to serve as the rental policy administrators, who will open, inspect, and secure the building per the rental policy.

9. Religious Education:

- a. The childcare position is funded (\$3,000), but unfilled as of the end of August. Rev. Thomas is seeking a member of the Fellowship to help identify and coordinate this activity. The challenge is amplified by the highly variable number of children at any given service.
- b. There was general discussion of the current disarray in the Religious Education area. Rita pointed out that qualified volunteers are available to provide Religious Education, with lesson plans/etc available to be used. However, volunteers are never notified of the need for their services, and no one is in charge.
- c. It was pointed out that we had a paid RE director until 2019 and a job description in most likely to be found in CUUF files. Rev. Thomas indicated he would search for these documents.
- d. Religious Education will be discussed further at the BOT retreat.

10. Don Flick will write a summary of the BOT meeting for Larry Tobiska to deliver at the August 25th service.

11. Julie will provide opening and closing words for the next Board Meeting.

The meeting was adjourned at 8 PM.