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Cascade Unitarian Universalist Fellowship

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CUUF Board of Trustees (BOT) Meeting Minutes November 20, 2024

Board Members Present:

Julie McAllister, Rita Salama, Larry Tobiska, Don Flick, Linda Herrington, Heather Coonrod, Jerry Baillie, Rev. Thomas Perchlik

Quorum Established

Meeting called to order at 6:30 PM

Consent Agenda:

Discussion:

Petra's report commented that aspects of the auction used online sources that were insecure. Rita commented that the only online resource actually utilized was "Square" for payments, which is considered "secure."

Motion to Approve Consent Agenda: Don Flick; Second: Heather Coonrod; Motion Passed.

Business of the Board:

1. **Board Goals Update On Metrics Creation:** Item deferred as Team #2 has not yet reported.
2. **Contingency Fund update:** Larry reported that the Contingency Fund currently has approximately \$114,500. The new Contingency Fund policy amends the target amount to six months of cash expenses, or roughly \$121,000, which can be easily achieved this fiscal year.

The Finance Committee approved the proposed change from a one-year to a six-month contingency fund reserve at their last meeting.

The Fellowship will be updated on this change in policy at the following BOT Report to the Fellowship session.

3. **Budget Goals Update and Budget Development:** The Fellowship survey results provided the following feedback for next year's budget goals: 74% wanted the New

Building Fund to take priority, 16% wanted priority given to food security programs, and 10% wanted priority given to Religious Education.

- a. Under the new budget development/Stewardship timeline, in December, the treasurer sends the budget update form to each of the committees, seeking to have their feedback returned by the end of the month. In January, the process begins to develop the budget proposal for the coming fiscal year.
- b. In the coming budget year, the BOT agreed that Packing Friendship should have a line item entry, similar to the Food Pantry. The Food Pantry has a budget of \$500/month, but expenditures are running more like \$600 per month. This program does receive significant donation support as well as its budgeted cash from CUUF. It was noted that receipts are not always turned in, so it is difficult to know what the actual expenditure rate is. The current assumption is that the Pantry at \$6000 per year appears to be adequately funded.
- c. Packing Friendship is receiving donations of about \$800 per year. The Treasurer will speak with Laurie Riegert to see if this budget should be increased.
- d. Rev. Thomas asked if CUUF should join forces with other, larger food pantry programs and whether smaller pantries are still needed, given the numerous small operations all doing the same thing.
- e. Food insecurity, monetary support from governmental sources has diminished somewhat as the average income in the Wenatchee area has increased.
- f. It was pointed out that CUUF's pantry receives walk-up traffic from those who don't have access to vehicles. There are two separate teams under social justice that are working on the underlying strategic issues regarding the CUUF pantry.
- g. Rita raised a concern that revenues from fundraising should not be included in the annual operating budget. In her view, doing so raises pressure on the fundraising operations to meet their budgeted revenue targets. In addition, it is felt that fundraising efforts are enhanced when it is known that the proceeds will be used for a designated activity, as opposed to general operating expenses.
- h. In response to these concerns, it was pointed out that the BOT has begun defining a percentage of revenues from each fundraising effort that will be dedicated to a given named activity. Regarding the fundraising monies included in the budget, they are treated like any other revenue line item, using the best available estimate of the amount to be budgeted.
- i. It was felt that including this revenue line item in the budget should not create any sense of pressure on the fundraising team.
- j. The finance committee recommends that any excess funds at year's end be allocated to the building fund, that Packing Friendship be added as a budget line item, and that the Pantry be maintained at its current level.
- k. Religious education monies are chronically underspent each year, and there was a suggestion that these funds would be better spent on improving the CUUF website. In the ensuing discussion, there was intense reluctance to remove the budgetary support for Religious Education.

- I. A motion was put forward that, at the end of the fiscal year, after the contingency fund target has been met, any excess monies should first be allocated to the Building Fund, then to fund the new packing friendship line item, and then to hire an RE director.

Don moved, and Heather seconded, and the motion passed.

4. Gratitude messages:

- a. To Maureen Stivers, who is actively working with the Kenyan refugees who attended CUUF.
- b. To Rita for her effective leadership of the auction, with entertaining skits, and for bringing others into participation.

5. Reverend Schurr had recommended that CUUF begin such an effort, and as a result, Rev. Thomas has created a draft proposal. The general objective is to review everything CUUF does in support of its Mission Statement and evaluate how effectively these activities are being accomplished. The Committee's goal would be to make sure such evaluations are being completed.

- a. It was recommended that one member be appointed by the minister, one by the BOT, and one by the Fellowship. This was referred to the nominating committee, which was to start with three such members, with staggered terms of office from the beginning of the committee. The fellowship would approve members.

6. New Building Task Force Update:

- a. An update is being prepared to distribute to the fellowship and further inform the discussion about the desired direction for the NBTF to pursue. The objective is to promote fellowship education of the issues involved, followed by a Fellowship forum, and concluding with a Fellowship meeting to choose a specific direction. Per the latest information from WSDOT, a new meeting space for CUUF will need to be established by 2028.

7. Discussion Regarding Term of Service and Succession Plan for the next Treasurer:

- a. Larry's tenure as a BOT member began with the need to replace Carrie Gavin when she resigned as Treasurer before her three-year term concluded. BOT minutes indicate Larry first attended a BOT meeting in October of 2022 and was appointed to a two-year term to complete Carrie's term of office. Larry was confirmed by Fellowship vote in January 2023 and formally became Treasurer in April of 2023.
- b. As a result, Larry's term of office will expire at the end of June 2025. Larry has indicated a willingness to serve in his current capacity until June 2026 to fulfill a full three-year term and provide time for his replacement to be adequately prepared to become Treasurer.

- c. The BOT reached out to the UUA for advice on handling a non-standard term for the Treasurer. The UUA recommended that CUUF not extend Larry's term, but rather appoint him as a non-voting BOT member, while a Treasurer designee is trained for the job. The proposed course of action is for Larry to remain for the 2025-2026 period to train an apprentice treasurer. Larry will resign when the apprentice is adequately qualified to assume the role.
- d. It was decided to discuss the available options further and resolve at the December BOT meeting.

8. Other Issues Discussed:

- a. Concern was voiced regarding a recent open house conducted by WSDOT, which was attended by approximately 7 CUUF members. Apparently, some CUUF members attending communicated their personal views to WSDOT representatives regarding what CUUF's desires were regarding the taking of our land.
- b. Since current communications with WSDOT are a negotiation of the final terms of compensation, the BOT discussed communicating in writing the specific names of CUUF officials solely authorized to speak on CUUF's behalf to WSDOT officials.
- c. This policy also needs to be communicated to the CUUF Fellowship.

9. Member added to Installation Planning Team:

- a. The BOT approved the addition of the Kmbris Bond to the Rev. Thomas Installation Team, led by Rita.

10. Date Needed For After-Service with the Board Session:

- a. December 15th was set for the next BOT/Fellowship session.

Following Meeting opening/closing words:

Heather Coonrod

Meeting adjourned at 8:30 PM.