Seek inspiration and understanding,
Embrace all on their individual journeys,
Serve our local and world communities.
Cascade Unitarian Universalist Fellowship
1550 Sunset Highway, East Wenatchee, WA 98802 | (509) 886-4023 | www.cascadeuu.org

CUUF Board of Trustees (BOT)
Meeting Minutes
February 20, 2025

Attendees: Rita Salama, Thomas Perchlik, Larry Tobiska, Don Flick, Gerry Baillie, Linda Herrington, Heather Coonrod

Absent: Julie McAllister

Meeting Called To Order at 6:35 PM by Rita Salama.

Quorum Present.

Chalice Lighting/Opening Words: Linda Herrington

Consent Agenda:
January Draft BOT minutes: Following edits to be made to the final document.

Remove names of nominees for the Committee On Ministry.

Gratitude section amended to say Condolence Card sent to Louise & Vic Rasmussen.

List of gratitude recipients to be read aloud at service, and included in Petra's weekly email.

Minister's Report - Not available

Motion to approve Consent Agenda as amended: Hearth Coonrod, Seconded: Larry Tobiska

Business Of The Board:
Petra has asked if the CUUF Fiscal Policy should be posted on the CUUF website, which is not password protected. BOT reinforced its policy that the CUUF budget should not be posted on the website. However, there is no reason to prevent the Fiscal Policy from being posted. Thomas will inform Petra.

Advisory Vote On New CUUF Home:
Larry Tobiska moved, and Heather Coonrod seconded the following motion:
The BOT has determined that the New Building Task Force, upon the successful completion of the Fellowship Meeting on February 2, 2025, has achieved its goals as defined within its Charter. The NBTF is therefore discharged, with thanks to its members.

Motion was approved.

Discussion regarding the implementation of Advisory Vote:
The Advisory Vote of the Fellowship at the February 2nd meeting instructed the BOT to proceed with planning for the construction of a new sanctuary building on the CUUF north lot property.

A new, appropriately chartered Committee needs to be established to create a design for the new structure, a plan for its construction, and a plan to finance the project. (***Ed note: I am not certain we added the financial plan to their deliverables - this needs further conversation. My opinion is that the plan developed is worthless without a plan to fund it.)***

Rita proposed, and it was agreed that the previous NBTF Charter would be a good starting point for the new committee.

The BOT agreed that the advisory vote on February 2nd was not permission or instruction for the new structure to be built. Rather, it is to have a detailed design of such a structure completed, an estimate of cost obtained, and a construction contract created to be put out for bid upon receiving the Fellowship's approval to proceed. It must also be paired with a detailed plan to finance such an undertaking, which the Fellowship will also approve. (***Who has responsibility for the financial plan?)***

A motion was made by Larry Tobiska, and seconded by Heather Coonrod, to ask the nominating committee to solicit members for this new committee, which, upon formation, would create a detailed charter to be approved by the BOT.

The BOT also determined that a process needs to be defined to ensure that if a more attractive alternative to our new construction appeared, it would be detected and brought to the BOT's attention.

Motion was approved.

NBTF Charter for reference is attached.

NEW BUILDING TEAM CHARTER 2020

Charge:
To work with the Fellowship's architectural firm, M.J. Neal & Associates, consultants, and the selected general contractor during the design phase, permitting, and construction phases of a new church building on the North Lot.

Responsibilities:
The New Building Team shall be the point of contact between the Fellowship and the Fellowship's architect, consultants, permitting agencies, and general contractor.

The New Building Team has the following responsibilities:

1. Provide information to the architect, permitting agencies, and consultants for the design of the new building.
2. Review the work of the architect for consistency with the direction provided by the Team.
3. Provide progress reports to the Board.
4. Review architect billing statements prior to submittal to the Treasurer for payment.
5. Present the building's final floor plan, exterior design, and elevations to the Board and congregation for approval (prior to proceeding with detailed construction plans being developed).
6. Select the general contractor and negotiate the construction contract, subject to approval of the Board and the congregation.
7. Present the building's final, detailed plans and the construction contract to the Board and congregation for approval, with a recommended total construction budget that provides for contingencies.
8. Review general contractor progress billings after approval by the architect and prior to submittal to the Treasurer.
9. Review and approve all proposed responses to Requests for Information and proposed Change Orders. The Board shall be informed of all Change Orders. Change Orders resulting in contract price increases of $____________ or more require prior approval of the Board.

BOT membership terms clarified:
The approved plan for 2025 is to seek two members to take seats on the BOT at the beginning of FY 2025-2026. Larry will remain on the BOT as Treasurer until a new member is fully trained as Treasurer. When that occurs, Larry will leave the BOT, and the terms of the BOT will be restored to their normal cycle.

Rita joined the BOT to fulfill the incomplete term of a member who had resigned from the BOT.

Heather pointed out that all of this needs to be communicated to the Nominating Committee, as well as which members are executive members and which are members at large.

Fiscal Year Budget 2025-2026:
Larry Tobiska reviewed the draft Budget Narrative with the Finance Committee this past week. The draft was largely accepted with conversation on the following points:
Should the operating budget include the capital fund? It was decided that the operating budget should be kept separate and distinct from the building fund.

The projected required pledge amount for Fiscal Year 2025-2026 is lower than the current year's amount.

This is due to lower projected revenue needs year over year, largely because of the decision to reduce the required contingency fund from one year of operating expenses to six months of operating expenses. Also, the allowance of $15,000 for Minister Moving expenses has expired and doesn't need to be funded in the next budget.

Increases were made in areas including social justice and other food security categories.

Larry reported that he is seeing consistent overspending for the Food Pantry relative to the budget on a monthly basis, and the overage is trending higher each month. The budget for the Food Pantry is $6,000, and Larry would like to instruct Amy to transfer the remaining $1200 from last year to the pantry account and instruct the Pantry Team to throttle back their purchases. Thomas will speak to Rhonnie and Leslie about this matter.

Heather Coonrod made a motion that the recommended budget be presented to the Fellowship for approval. Seconded by Gerry Baillie
and passed.

Stewardship Committee and Campaign Dates.
Rita and the Fundraising Committee will conduct the Stewardship Campaign.

The BOT approved March 16th as the official start of the campaign, with an official conclusion at the Stewardship Celebration Dinner on April 19th.
Linda Herrington's Covenant Group will be responsible for putting on the dinner, with a budget of $1100.

Heath Coonrod moved to approve the Stewardship Drive 3/16 start and 4/19 Celebration Dinner end date, seconded by Don Flick, and the motion passed.

Religious Education Coordinator: No current report from Thomas.
Thomas indicated that policy requires the presence of one other adult volunteer in the room during religious education and childcare activities. He is spending a great deal of time calling people and trying to find those on our approved volunteer list to fill this need each week.

Rita said the SignUpGenius app works very well, and she would take responsibility for using it to create a list of volunteers each week.

Religious Education Job Description. Thomas will write.

Gratitude Messages From BOT:
New Building Task Force team: Steve Clem, Gerry Baillie, Leslie Marshall

Finance Committee: Sara Seversin, Carol Oliver, Barb St. Claire

Leigh Pobst: Music and other contributions

Lynn Madsen: Worship Committee

Include these names in the Thursday announcements under the heading "The Board Wishes To Thank."

Concert Policy Development:
Rita reported that Marya Madsen does not want to be involved in policy-making, but rather as a volunteer to help out with such events.

Rita has communicated to the organizer of a proposed concert event that the BOT doesn't wish to finance concert events, particularly by paying musicians. Rita asked for someone to take charge of completing the proposed policy document. Linda Herrington volunteered

Committee on Ministry:
Thomas will propose one name.
BOT will provide a name via a list of several.
The Nominating Committee will name an individual.
Gary Pape of the Nominating Committee is working to restart this Committee on Workship team after a long hiatus. BOT needs to have a nominee by the next meeting.

The objective is to have the team in place by the next BOT meeting.

Opening and Closing words. Larry

Linda wants a discussion about adult religious education at the next BOT meeting

Adjourned at 8:20