# CUUF Board of Trustees (BOT)
## Meeting Minutes
## May 15, 2025

**Present:** Julie McAllister, Heather Coonrod, Linda Herrington, Rita Salama, Larry Tobiska, Jerry Baillie, Thomas Perchlik, Donald Flick

**Quorum Present**

**Consent agenda:**
The difference between the $117K cash shown in the budget narrative and the $122K demonstrated on the balance sheets was a $5K CD maturing. CUUF has already achieved its goal of reserving six months of operating cash as a financial reserve so no additional set-asides will be needed for the balance of the fiscal year.

The minister's report was not included in the package. Petra will be asked to resend.

A motion to accept the Consent Agenda was made by Larry Tobiska and seconded by Linda Herrington.

**Motion passed.**

**New Building Design Task Force (NBDTF):**
Members Vern Smith, John Marshall, Emily Siroky, Piper Petit, Peggy Ludwig, and possibly Mike Mrachek.

In the next week or two, Thomas and Julie will have a meeting with NBDTF members to review the task to be completed. The deliverables list needs to include items such as site design, building design, building size, etc.

Jerry discussed which design issues will be scalable and which won’t. Scalable is defined as a budget item that can be scaled up or down. For instance, direct construction costs are a function of building square footage, but the cost of permits, access to Sunset Highway, and sewage connection is not.

Steve Clem approached the Washington State DOT after the State budget was passed to inquire if the Sunset Highway Project was still funded. He was told the project remained funded.

Larry raised the issue of how the construction budget will be established for use by the NBDTF and how financing will be secured to support it. Larry reported he has hit a wall with securing a bank mortgage for CUUF's project. There is also no finance team in place at the moment, specifically tasked with developing such a plan. Therefore, Larry's question is whether the BOT will meet the budgeted number. Julie indicated that the BOT and Finance committee will establish the budget number and the financing plan for the project.

Julie will put together an information package to get the NBDTF started.

**Gratitude:**
Bonnie Orr will be recognized for signing the book after 24 years of attendance; the Thursday afternoon covenant group for organizing the Stewardship Celebration Dinner; Piper and Devan Petit for the picnic held at their "farm"; and Chris Rader for HVAC shepherding efforts as "not the chair" of the grounds committee.

**CUUF August Camping at Squilchuck State Park:**
The cost to reserve the campground for two nights will be $289.30, with payment due two months before the reservation date. Linnea Shannon and Owyn Barnes are heading up a camping trip. Owyn is asking for a food budget. Last year, the covenant group provided a dinner and a breakfast. The two nights planned for this year's event will make food provision more challenging. It was felt that providing food boosted attendance.

A budget of $290 for campground fees and $200 for food was agreed upon.

**Final Stewardship Summary:**
Rita is still pursuing a few who haven't yet pledged, but at this time the final pledge amount is $216,670, which is $ 3,700 under the budgeted amount. The Finance Committee is comfortable with where the stewardship drive stands.

Larry has created a budget summary and a budget narrative. The relatively small shortfall of pledges relative to budgeted amounts is not seen as an issue. History has shown that pledges continue to be made and collected during the year. CUUF has a history of underspending relative to budgeted expenses, and CUUF has already fulfilled the contingency set aside for the fiscal year. Over the past several years, CUUF has been building up cash in the general fund, which hasn't been spent. These monies are available if needed.

Rita made a motion to accept the budget as proposed. Seconded by Heather and passed.

**Nominations for positions to be filled for the coming Fiscal Year:**
Leroy Farmer appeared, representing Gary Pape, chairman of the Nominating Committee.

**Nominating committee candidate:**
Don Flick

**BOT candidates:**
Rebecca Lyons and Pat Whitfield.

**Committee on Ministry:**
Shannon Eisert, Sandy Limbeck, Bill Swinton

Per Julie, the Fellowship is not required to approve these nominees but will instead be asked to provide a vote of affirmation.

Julie asked if a more recent definition of the committee's charter is available. Thomas sent Julie a document.

Rita asked whether it had been determined who would serve the one-, two-, and three-year terms. It was proposed and agreed that everyone will serve two-year terms, and then begin the staggered term rotation.

**Treasurer:**
Bob Doolittle.
Heather moved that the nominees be approved as presented, and Larry seconded the motion. The motion was approved.

**Rental Events Policy:**
Rita and Linda continue their work on this policy document. They're working on a flow chart with Petra to help her with decisions/protocol. Petra is quite pleased with this. The policy is very close to being done.

**Garage sale June 20 21:**
Amy Massey is heading up this project and needs to know where the profits will go. Experience has shown that it is helpful to fundraising efforts to communicate where profits will go. It was decided that all profits accrue to the new building fund. Rita will inform Amy of this decision.

**Children's RE job description:**
The RE Director's job description is complete and approved.

Heather commented that the job as described seems like a big ask for $20 per hour. She suggested we either lower the ask or raise the salary.

There is considerable discovery required to define what an effective RE program would look like in current times. September through June, at 12 hours per month, is the job description, beginning with speaking with parents with children to determine the desired RE program. Julie observed that the money available will permit a modest salary increase. (Budget is $3000).

The current plan is to advertise this position in June. Starting at $20 per hour and up to $X per hour.

Sherry Doolittle and Leslie Marshall have agreed to be on the RE committee. Rita is coordinating the recruiting process. Heather is also available to help with interviews.

Names to approach to serve on the RE committee were discussed.

**Delegates for UUA General Assembly:**
Attendance at the General Assembly can be done via Zoom. Thomas will attend. Pat Whitfield has expressed interest. Dates are June 20 through June 22nd.

**Budget:** pay registration fees of $500. 2 delegates in addition to the minister.

**Thomas:** The rule is one delegate per 50 members, so CUUF is entitled to two delegates. Attendees will have to commit to voting on certain issues.

Contact Pat Whitfield to determine her continuing interest. Larry is also interested. A notice will be placed in the next Newsletter.

**Annual Fellowship Meeting:**
Scheduled for June 1st, with a noon start time following the Service. The individual preaching that day needs to be informed of the need to finish the service promptly by 11:30. Lynn is the worship leader on June 1st, and Julie will ask Lynn to end on time.

Don will organize the login process for quorum determination, both Zoom and in-person. Current CUUF membership is 127, so the quorum is 47.

Heather suggested eliminating the end-of-service circle and replacing it with holding hands from the seats. It was decided that this issue needed further discussion at a later date.

The Annual Meeting Packet has to go out by Wednesday at the latest. 2 groups will not have reports in the packet as they did not submit one: HR and Chalice Lighters.

Julie will write up the Board update.

**June BOT meeting format discussion:**
New BOT members and the treasurer apprentice will be invited to attend the June BOT meeting. The meeting's usual day (June 19th) means that Rita and Linda will not be available to attend. Location and other details will be decided in the near future. The week of June 25th will be considered.

The need for BOT paper notebooks was discussed with mixed reactions. To reduce the work required to produce the notebook, Petra does not have to put each page in a plastic sleeve.

**Meeting adjourned: 8:15 PM.**

**Opening/closing words for June meeting:** Heather.
Need minister evaluation forms back now. Next week at the latest.