

Board Meeting Feb. 28th 6:30 – 8:03

Attend: Musette, DeeAnne, Andy, Maria, Mary, Bob

Absent: Paul (out of town), Karl (late meeting)

6:34 - Opening reading from Loretta – Andy

6:36 - Thanks Sue Ringle – pumping water away from school building up very late last week, improving the comings and goings of all on Sunday morning

Willa Cree – condolence for husband's death and thank you card for all she has done for the social action committees

Build a council system with a representative from each social action committee – Andy is thinking of re-organizing

6:40 - Approval of Jan min, financial and Congregational Feb minutes with adds – DeeAnne's suggested add to the Congregational minutes states "CPC Chairs Barb Quijada AND Jim Horton as co-chairs, Discussion of "3 Phases" has 2 phases listed - 3rd is Parking Lot; DA's suggested add to Jan. mins. states "Please list attendees (so initials make sense), Change Mary Will Francis to Mary Wolf-Francis, In action/wrap up: Change SPF to Special Funds; Bob also had a suggested added to Jan. minutes which states: "January minutes should be amended along following lines: 7 Board members have initially pledge \$110,000 to capital campaign.' " DA moves that Finance report as submitted, Board Mins and Congregational minutes with adds be approved. Musette seconds, all in favor, passes 5-0

6:45 – Mary ask permission of the Board to allow Barbara Face to post By-Laws with hyper-links, which will give to Musette to post on website.

Policy Committee is now: in progress to do the same with the policies and adding hyper-links; They are in the process of obtaining the legislative history of each policy so one can see what has been amended; Reorganizing website to be more structured.

Board okays Mary to give Barbara the go-ahead to have By-Laws posted.

Mary proposed that the Policy Committee should not have to obtain Board approval for each little thing like: grammar, correcting titles, etcc. This is known as "*Technical Corrections*" – Board approves, with the request that a written report comes to them informing what "*Technical Corrections*" were made.

6:55 – CCC and congregational meeting how it went and feedback. Mary confused over project, a lot of CC phases, or what do we do if we do not make it. The goal is 3 million. If we do not make it then the congregation will vote on what to do with what was raised. CCC must educate more... can say we are shooting for 3M (not promise) but if we do not raise that, then the congregation will need to vote on how to use the funds. Make it clear this will going back to the congregation if we raise it and if we don't. 3M is a HUGE stretch goal. If we shoot for the moon

and don't get there, then we are still in the stars. Are people feeling the goal is unattainable? We should be taking the temp. Say the Board has some ideas of what to do with the money... kitchen, refurbish sanctuary, do parking lot, use new green technology for parking lot. Get visual out there (chalice) to show what we have raised.

7:13 –*Discussion on:* The total amount spent with the architect, because of some overage hours, and not knowing the exact contribution amounts, ended up approximately \$2,000 more than the contributions (from members and from special funds). We need to determine whether this amount should be replenished by 1) the operating budget, or 2) the capital campaign funds. Because the reserve account is out of balance to the negative, and we originally approved the architect's hiring, we need to make this call. Bob suggested that the overage be funded by the capital campaign funds. The final amount owed, owe is it to be paid by CCC or Operating funds to arch. Board took the money out so it is the board's responsibility they took the money out before CCC? Bob moves that we take the money from CCC, dies. Other motion DA: The \$2014.49 variance (spent v. collected) for the preliminary architect, Wendel Burnett, costs should be expensed from operating. Specifically, debit Admin Other expense, credit Restricted Misc In/Out to clear the restricted fund. These expenses were approved by the Board in advance of the initiation of a Capital Campaign, and we therefore felt should come from operating funds, not Cap Cam. Maria 2nd, all in favor, Bob opposed, passes 4-1.

7:26 – *Discussion on:* A large pledge was paid for 2019, and half the cash was deposited in the reserve fund, which was not necessary. It should show as a liability, to avoid counting the large amount entirely in this fiscal year. The finance team states that monies in the reserve (cash/savings account) cannot be moved without board approval. DA reviewed the policy and it does say that amounts in excess of 1% of the budget need board approval in the case of borrowing from the account to meet cash flow needs (see below). It also states that the office admin is the responsible party for this account, and if she transferred the money in, she can transfer it out without the Board's approval.

Policy: Reserve Account (101.95) (Previously, "savings account.") Cash in the VUU reserve account is used for short-term cash flow shortages, end-of-year cost overruns, and other expenses as determined by the Board. The office administrator is the responsible party for the reserve account and is authorized to transfer amounts up to 1% of the annual operating budget to handle cash flow shortages in which there is a reasonable expectation that the reserve account will be reimbursed from operating revenue before the end of the fiscal year. If reimbursement by the end of the fiscal year is not a reasonable expectation, the Board must approve the transfer.

DA motions- that the large pledge that was reserved to the savings account can be moved by the Church Administrator/Treasurer without board approval as it does involve borrowing from the account. This large pledge should be reserved as a liability; it is not necessary to reserve

the cash specifically. Therefore, we refer this item back to the Treasurer/Church Admin to handle as they deem appropriate. All in favor, aye. The motion passed 5-0

7:28 *Discussion on:* capital campaign expenditures and approval, basically, who has administrative financial responsibility to pay money out of the CCC account. Who can authorize contracts and spending from the capital campaign funds going forward? 4 options were discussed.

- The board authorizes all expense in advance. (Not recommend - Board should be creating policy, not signing off on expenses)
- The CCC and CPC committees (via their chairs) authorize spending in advance (ie, signing of contract with Kay Crider), and authorize invoices to be paid.
- Above, but with approval from Treasurer (who would be responsible for ensuring that we have or will have the funds available).
- Above, but with approval from the Sr. Minister.

Motion was made by Mary – “The CCC and CPC committees (via their chairs) shall authorize spending in advance (ie, signing of contracts), and authorize invoices to be paid, in both cases with approval from the Treasurer (a Board member), who will be responsible for ensuring that we have or will have the funds available.” The board will not have specific oversight, except through the Treasurer, who is a member of the Board. Bob 2nd, all in favor aye. The motion passed 5-0.

7:32 -Maria ministerial report – (see report on Trello). Andy’s self-evaluation (see Andy’s report). Karl has final form. So, Maria can’t speak to it. Therefore, minister's evaluation to be resumed at March meeting when all board members can be present. Karl/Maria to post board eval questions.

Action item - DA talk about Wi-Fi issues/problems at next meeting; Next meeting to talk about the social interaction between services and Sunday school

Action Item: Andy will talk about what the survey revealed

Action Item: Maria to send ministerial report out to Andy and make sure Board gets a copy

Action Item: DA to send out email with time and date for Math of Mission

Better tracking of new members, engagement of new members, contribution of new members.

Finish ministerial report next meeting with Karl present. Mary doesn’t see an issue with her special group on ministerial compensation report getting their report done due to this delay.

Action Item: ALL Board members must finish The Math of Mission

The Math of Mission discussion move to another time to meet. A session on the book itself. March 31.

June 2nd Congregational Meeting on calendar

8:03 - Mary moves to adjourn meeting. Bob 2nd, all in favor aye. The motion passed 5-0