

01/24/2019
BOARD OF TRUSTEES MEETING
IN PERSON MEETING

6:36 PM – CHECK IN

6:45 PM - WHO TO THANK

1. Capital Campaign Project Leadership
 - a. BARB QUIJADA
 - b. MARY WOLF-FRANCIS
 - c. JIM HORTON

6:46 PM - CONSENT AGENDA

1. December Meeting Minutes
2. Financial Analyst Report
 - PS – Moves to approve
 - ME – 2nd
 - Discussion to amend minutes
 - Moves to approve w/ amended minutes – BF
 - 2nd – PS
 - **Vote: 7-0**

6:52 PM - POLICY UPDATES

1. CCC Charter Update RE: designated gifts
 - Italicize “may” and eliminate the quotes in policy related to designated gifts
 - DM – Moves to pass
 - ME – 2nd
 - **Vote: 7-0**
2. Board Policy 2.04.01 Change
 - DM – moves to pass
 - KH – 2nd
 - **Vote: 7-0**

7:00 PM - CITIZENS CLIMATE LOBBY LETTER FROM BOT

- KH – Move to Ratify Letter
- MS – 2nd
- **Vote: 7-0**

7:01 PM - STEWARDSHIP UPDATE

- Projection currently about \$57,488 short compared to proposed budget
- Currently following up with members whose pledges aren't in yet
- Have 22 1st year pledges c/w 19 last year. This is an increase of \$28,460.

- 10 declines, 4 of which are people who moved.
- More follow ups will be taken care of and more information by the mid-year meeting in February 2019.

7:09 PM - VUU CAPITAL PROJECT REVIEW/ CONGREGATIONAL MEETING PLANNING

1. CCC Report
 2. CPC Report
- CCC Feels important to continue talking about the CC, more workshops, and integral to keep people in the loop & market the Capital Campaign
 - Feasibility Study came in at \$1.3m possible. CCC looking into outside sources for funding and as the capital campaign gets underway and throughout the course of the campaign.
 - Currently in fundraising mode. As we raise funds we will continue to update congregation on progress routinely. As we get closer to completing the campaign we will be able to transition from the fundraising to the planning and project adjustment.
 - Have already raised \$111,000 out of the 7 BoT members
 - Suggested that CCC put together a proposal presentation to the Special Funds Committee for an ask from Special Funds to the CCC.

8:04 PM – MINISTER CONTRACT COMMITTEE

- ME – Moves to ask Nancy Harrell & Rich Bitner appointed to the Special Committee on Ministerial Compensation
- KH – 2nd
- **Vote: 7-0**

LINKAGE

8:08 PM - ACTION ITEMS/WRAP UP

- MS & DM, & Mary Will Francis will meet to put together proposal for SPF
- DM put together a brief write up for the Congregational meeting
- MS & BF will do Board Room/Linkage
- ME will contact R. Bitner & N. Harrell
- KH will send thank you cards

8:10 PM – ADJOURN

- MD moves to adjourn
- MS 2nd
- **Vote: 6-0**

Financial Analyst Report to Finance

January 17, 2019

- Income is back up to 94% of budget. Much better than last month.
- Both Special Funds and Paz de Cristo were paid (but not reflected in the financials because they were paid after the reports were made)
- David will be following up with special funds to help balance the endowment line items on the balance sheet (Assets/Equity)
- We have a new part time contractor (will receive 1099) from iHelp getting work experience doing land maintenance

Team Name:	Capital Campaign Committee (CCC)			
Sponsor Committee	Team Leader	Board Rep	Kickoff Date	Sunset Date
VUU Board	Mary Wolf-Francis	Musette Steger	October 10, 2018	October 20, 2020
Committee Purpose	<ul style="list-style-type: none"> VUU Members have decided to build and remodel facilities on the campus of VUU in furtherance of our mission. The CCC shall be responsible to plan for fundraising for that purpose. While the projections for planning and construction range from \$4-5,000,000, the CCC will determine the anticipated funding to be raised over a three-year giving period (2019, 2020, 2021), which amount shall be used by the Capital Planning Committee to determine the scope of Phase I construction. The CCC shall plan the theme, activities, communications, events, etc. anticipated to meet fundraising goals, and shall track fundraising progress. The CCC shall propose a budget to be approved by the Board for fundraising purposes. Funds for fundraising shall come from the capital campaign. 			
Deliverables	Deliverable	Start Date	Finish Date	
	Feasibility Study	Oct 10 2018	Dec 31 2018	
	Fundraising Plan	Jan 01 2019	Feb 28 2019	
	Active Campaign	Mar 01 2019	Jun 30 2019	
	Ongoing Campaign/Follow up	Jul 01 2019	<Sep 30 2020	
Scope	In scope:			
	<ul style="list-style-type: none"> Hiring fundraising consultant(s) for feasibility study and/or campaign. Determining fundraising theme, events, communications Tracking fundraising to goal Reporting to the Board through Board Rep 			
	Out of Scope:			
<ul style="list-style-type: none"> Planning construction, hiring architects, communication re: design, timeline Making decisions regarding construction/finish decisions 				
Expected from Others:				
<ul style="list-style-type: none"> Board will supply resources needed CPC-CCC to communicate relative to project budgets and together determine the goal/scope for Phase I Capital Campaign {CCC} when gifts are offered with restrictions or in-kind donations, CCC "may" defer to the Board for review and final decision on acceptance. 				
Team Logistics	Meetings	Bi-monthly Wed at 5pm through 2018. TBD by committee thereafter. Zoom and in-person meetings are anticipated.		
	Documentation	TBD: Trello could be used/share with Board		
Team Members	Mary Wolf-Francis (Committee Chair) Musette Steger (Board Liaison) Carl Anderson Debbe Simpkins Linda Horton David Sheh Barbara Metz			
Sunset	<ul style="list-style-type: none"> Campaign should allow for members to pay for three years, but the CCC 			



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