

# VUU BOT MEETING MINUTES

28 March 2019

## ATTENDEES

DM – DeeAnne McClenahan

PS – Paul Schneider

AB – Rev. Andy Burnette

ME – Mary Erickson

BF – Bob Fabre

MD – Maria Dixon

MS – Musette Steger

KH – Karl Hurst-Wicker

## MINDFUL OPENING - 3/28/19 6:36 PM

## WHO TO THANK - 3/28/19 6:38 PM

1. FUUND COMMITTEE
  - a. DEBBE SIMPKINS
  - b. BILL & DIANE HASKELL
  - c. LINDA HORTON
  - d. ANDY WILL HAVE DEBBE SEND A LIST OF WHO WAS INVOLVED
2. Policy Committee
  - a. David Shea
  - b. Anne Schneider
  - c. Jody Freeman
  - d. Barbara Face
  - e. Mary Erickson
  - f. Musette Steger

## CONSENT AGENDA - 3/28/19 6:40 PM

1. ME moves
2. MS 2<sup>nd</sup>
3. Wifi issue discussed. We now have Public Wifi
4. Vote: 7-0

## INCIDENT REPORT - 3/28/19 6:48 PM

Visitor fell in the parking lot last week. She and her daughter were mildly injured. We reported to insurance company. They recommended we reach out to the injured visitor and offer to pay for any expenses. We have a \$15,000 no-fault policy. Cracks in parking lot are not that deep, less deep than cracks in the sidewalk and not likely to warrant repair

#### POLICY UPDATE - 3/28/19 6:49 PM

1. Don't need a definition of technical corrections as all issues to be corrected will be listed
2. Is VUU Board Policy document actually the Bylaws?
  - a. No. The Bylaws and the Board Policy documents are two different documents.
  - b. Bylaws are on website under Resources -> Policies -> Bylaws and also individually listed on their own under Resources -> Bylaws

#### CAPITAL CAMPAIGN/CPC UPDATES - 3/28/19 7:03 PM

##### CPC UPDATE

- Chairs consulted with W. Burnette
  - o He had new cost projections & presented data to them
  - o Revised figure for Oasis Town Square Plan 3A-1 is \$2.497M
    - CPC & CCC will determine what the ultimate ask & targets are

##### CCC UPDATE

- T. Amato working with CCC
- Need pledge cards, brochure, & unifying logo/slogan/theme that can be used by both CCC & CPC
- Stewards
  - o Trained 20 people to be stewards
  - o Still working on the list with goal of 40+ people on the list

##### STEWARDSHIP

- Linda Horton has volunteered to be chair for the next 2 years
- Do we want to do a joint campaign for Capital Campaign & Operating fund (Vision 2020) as well?
- Need to make communication clear

#### DISCUSSION AND POSSIBLE ACTION: BUDGET PROCESS & STATUS - 3/28/19 7:28 PM

- So far budgets being compiled have been unbalanced d/t all the wants exceeding income.
- Unchanged budget still unbalanced by \$10k
- Compiler will be meeting with A. Burnette to further hash this out
- Finance Committee wondering if we can provide any feedback right now
- When process is over consider recommending that the Budget Process Vizio chart be simplified to not be so complicated
- BOT WANTS FINANCE COMMITTEE TO MEET WITH A. BURNETTE TO WORK ON PUTTING TOGETHER A BALANCED BUDGET(S) TO THE BOT AT THE APRIL 2019 MEETING

#### LINKAGE - 3/28/19 7:36 PM

1. DM & PS will do the Board Room

P. SCHNEIDER UPDATE - 3/28/19 7:37 PM

- Stepping down from his term at the end of this year (June 2019).
- Will discuss at next month's meeting about appointing someone to complete the last year of his term

## MINISTERIAL ASSESSMENT - 3/28/19 7:40 PM

### Corrections

1. Refreshment table is between services not "before"
2. Correct "Worship Committee" to "Worship Associates"
3. DM would like to add that the quality of Sunday services without AB has improved dramatically
4. PS minister is the CEO of an org, have ability to listen, be heard, & provide comfort in ways that others won't/can't. PS feels that AB has really grown into the epitome of that over the years of his ministry
5. DM has seen this year the quality and work of the lay pastoral group, which has been shepherded by AB very well. They've really come along and provide an outstanding service to the congregation

## MINISTER FEEDBACK - 3/28/19 7:59 PM

1. 2 services worked and increased attendance 10-20%
2. Hunger for adult faith formation
  - a. Will need to work on having more spaces to accommodate more people
3. Incorporating kids into the service was good. Added investment with parents and children.
4. What is not working is parents are worried about shushing their children during the service.
  - a. AB & Marcie are working on figuring out how to change things for next year
  - b. Best thinking is a 9am service and a 10:30am service for next fall
    - i. Children's Faith Formation will be at 10:30am
    - ii. 11:30-12:30 would be adult faith formation
    - iii. Will be some child care during adult faith formation time

## ACTION ITEMS/WRAP UP - 3/28/19 8:08 PM

1. ANDY WILL HAVE DEBBE SEND A LIST OF WHO WAS INVOLVED with FUUnd
2. MD will update Minister's Evaluation
3. KH will send thank you notes
  - BF/PS will notify Finance Committee that "BOT WANTS FINANCE COMMITTEE TO MEET WITH A. BURNETTE TO WORK ON PUTTING TOGETHER A BALANCED BUDGET(S) TO THE BOT AT THE APRIL 2019 MEETING"
4. BoT Special Meeting on Sunday from 1-3pm. Bring own lunch. Remember to read the book prior to the meeting

## ADJOURN - 3/28/19 8:10 PM

- BF Moves
- PS 2<sup>nd</sup>
- Vote: 7-0

## March 2019 Policy Committee Report

### 1. POLICIES

#### a. Summary of Policy changes:

- i. The title of the document will be VUU Board Policies: remove the extra language on the title page
- ii. Remove II.09: it is duplicated from article III
- iii. II.04.03(c): remove the note from 2016 in all caps
- iv. II.02(a): change to LGBTQ+, this is what spectrum is currently using
- v. Flow Chart of Complaint and Appeals Process moved to Appendix A
- vi. Chart of Regular Monitoring Reports (Data) moved to Appendix B
- vii. Legislative History is Appendix C

#### b. Current Hyperlinked Policies have been delivered to Musette to be posted.

#### c. Definition of Technical Corrections

.Technical Corrections includes typos, formatting, grammatical errors, and legislative history updates.

### 2. BYLAWS

a. No records are available to update revisions from the 1970s or 1980s.

b. Missing, more recent revisions have been incorporated into the legislative history in the document which Barbara is currently hyperlinking to be posted.

### 3. WEBPAGES

a. Reorganization of the following webpages are nearly complete:

i.Home > Resources

ii.Home > Resources > Committee Policies

## CCC Update

Tricia Amato - To help us with our visual approach to the campaign. We are asking her to keep track of time spent on the CC so it can be tracked as an in-kind donation.

Top/immediate needs are pledge cards, a brochure and a unifying logo. A Banner?

We would like included in the brochure, a Minister's statement.

Chalice Challenge - we're not ready for this until our public phase

Use the phrase: "More xxx, More yyy, More zzz" "Interfaith Center" "A purpose to Give "

How do we market to the diverse community that we have?

Should we only print enough brochures for the silent phase? In case we want to make any changes? Tricia is going to check price points for various quantities - we don't want to waste money.

We have about 20 steward trainees so far - a few still need to be called and to see if interested and get one more training session for those who missed or never attended.

We are contacting steward recruits who DID NOT attend training, asking them if they would be willing to be trained next month.

We are contacting steward recruits who DID attend the training to confirm still interested

- Working on stewardship assignments/which stewards visit Leadership targets
- Stewards will canvas stewards first; I am to organize the Board
- Working on packets for stewards
- Packet contents:
  - Brochure
  - Gifts table
  - Individual pledge cards
  - Blank envelopes
  - Thank you note cards, envelopes, and stamps
  - Index cards for comments and referrals to staff
  - Campaign schedule
  - Mini-scripts for phone calls

- Possible payment options: Listed on back of gift table, as well as on pledge card, since card can't be left unsigned
- Updated VUU directory? So, Stewards know who they are meeting
- FAQs sheet and talking points

Question does the Board want a joint stewardship for CC and Operating in the Fall. Linda said she is willing coordinate this if that is the wish of the powers that decide. As we don't currently have any functional operating canvassing, this seems to be a good thing and might eliminate confusion with pledging and people taking away from their operational pledge, to give to the CC

## **Capital Planning Committee Report**

**Work completed as of: 1.24.2019**

**Members:** Beverly McCormick, Nancy Egly, Willa Cree, Mark Beehler, Barb Quijada, Debra Grande, Jeff Grout, Ricj Hinrichs, Anne Schneider, Jim Horton, Jodi Freeman, Kasey Smith, Justin Grigory  
*Minutes are recorded at each meeting. This is a summary of the main points of the meetings.*

### **10.15.2018 Initial CPC Meeting**

Goals: Review charter, Select a committee chair or other roles, Prioritize tasks, Plan future meetings, Determine communication strategy

Discussion:

- Need to schedule a meeting with Wendell Burnette after Consultant Kay Crider visit
- Questions to Board: Is WBA still under contract for future meetings?
- Concern regarding investigating whether project completed by an architectural firm compared to a construction firm.

Outcomes: - Edits to charter submitted to Board for finalizing  
- Barb Quijada volunteers as committee chair; Nancy Egly and Jeff as Secretary  
- CPC voted continue project discussions with WBA  
- Schedule a joint meeting with CCC

### **11.17.2018 Joint CCC & CPC Meeting** following individual committee meetings with Kay Crider.

*Attendance: Nancy Egly, Barb Q., David Sheh, Mary Wolf-Francis, Jim Horton, Musette Steger, Jodi Freeman, Beverly McCormick, Jeff Grout, Maria Dixon*

Goals: To have the two committees meet and share each committee charter; determine joint tasks and priorities

Discussion:

- Ensuring that WBA is the recommendation by the board
- Need to ensure that the committee's communicate clearly to the congregation using multiple outlets: website, bulletin, screens in sanctuary, email blasts, at Board Room after services
- Need new name for CPC because not transparent and confusion with CCC

Outcomes:

- Jeff Grout creating a draft of the communication plan to share with both committees
- Work will begin when the feasibility study is done

**12.3.2018** Goals: Barb Q. leads as Chair, Reviewed finalized charter, Reviewed Kay Crider's Next Steps Weekend (11.16-18.2018) presentation, Getting organized with committee tasks, Establishing a communication management plan

Discussion:

- Continued discussion of concern regarding investigating whether project completed by an architectural firm compared to a construction firm; Funding should drive the choice of design and construction; Concern that money may be wasted on architect if money is not raised
- Discussion about the process that led to selection of WBA for an RFQ and about the charette sessions led by WBA with the congregation. Discussion about the congregation's excitement about WBA's work.



Outcomes:

- CPC waits for CCC to report on funding commitment before CPC decides what to do and who to hire.
- Postpone making a decision on hiring architect until results from feasibility are completed and we know how much we have.
- Jim Horton & Barb Q. meeting with Wendell Burnette on 12.4.2018 to discuss:
- What does \$10K back if WBA chosen provide
- Measurement error on plans
- Timeline for project
- Does WBA assign a project manager to project or does Wendell Burnette serve as primary
- Kasey and Justin to provide training on google docs
- Investigate using Trello

*(Maria joined by Zoom)*

**1.7.2019**      Goal: Discuss Kay Crider feasibility study sent to Board and released to committees.

Discussion:

- Interpreting feasibility study report
- Checking in on committee members' feelings about report
- Confirmation of the 6.3.2018 Congregation Meeting: unanimous vote to begin a Capital Campaign and to form two committees.

Outcomes:

- Looking forward to discussion with WBA at next meeting

*(Maria unable to attend)*

**1.21.2019**      **CPC Meeting with Wendell Burnette**

Goals: Review the vision and options presented by WBA for the campus, Discuss pros, cons and finances of each option, discuss timelines.

Discussion:

- Concern regarding whether to continue with Capital Campaign to pursue WBA Option 3 if the feasibility study falls so short of the cost.
- Concern that the Capital Campaign will not be successful if Option 3 is not pursued; The feasibility study was a study "on" Option 3
- Whether to release Kay Crider report, and/or how much, to congregation; or before or after Silent Phase of Capital Campaign
- WBA recommendation to wait for lead-off gift during the Silent Phase of the Capital Campaign and that would be the point to change course in determining which option to ultimately pursue.

Outcomes:

- Next meeting will focus on planning for the February Congregational Meeting
- WBA will send a detailed construction timeline to the CPC

- WBA wants to review construction details with the AG Porter General Contractors to get confirmation of costs – “general contractor tells WBA ‘you can design to this budget’”
- CPC to authorize WBA to consult with AG Porter
- WBA checking on fees associated or pro bono
- Questions to ask Kay Crider (possible release report with annotations):
- Why less funds than anticipated?
- Why VUU funds are not comparable to other congregations of this size?
- CPC recommends Board opening and closing the February 10<sup>th</sup> Congregational Meeting
- CCC is developing a proposed agenda, which includes a short section for the CPC to present a “short overview of options presented by architect and estimated costs”

### **1.28.2019 Scheduled Next Meeting**

Goal: Planning for the February Congregational Meeting

### **Work completed as of: 3.28.2019**

#### **3.4.2019**

- Review of Congregational Meeting
- Chairs consulted with WBA to obtain new cost projections and data presented to committee
- Focusing efforts on communicating with and informing congregation
  - Person-to-person on Sunday mornings
  - Via updates in the VUU newsletter
  - Via monitors in sanctuary
- Discussions regarding planning for neighborhood outreach; waiting until after silent phase complete and can have more details.

#### **3.11.2019**

- WBA revised costs have led committee to select option 3A-1 “Oasis Town Square”, phases 1 (new sanctuary and Town Square) & phase 2 (minimal renovation of old sanctuary for classrooms only), with no parking lot improvements required or included. The revised figure is \$2,497,000. This option deemed as most cautionary, practicable, yet still visionary and leading to a successful capital campaign.

- Commitment from CPC to assist CCC at this time while waiting for the capital to be raised to move forward on tasks.

Meeting scheduled for **April 1, 2019** has been cancelled; no discussion needed at this time.

Next scheduled meeting is on **May 6, 2019**.