

## UTUUC Board of Trustees Meeting 2/10/15 805 South Blvd.

**Attendees:** Kathy Clark, Elizabeth Plummer, Larry Kameya, Scott Lewis, Rob Bellmar, Beth Scanlen, Dan Crimmins, Alison Price, Carrie Bankes and Alan Taylor.

**Guests:** Jen Marling

**Centering:** Done by Alan Taylor at 6:35

### Consent Agenda:

- **A Team Reports –**
  - Alan Taylor – Addendum to the Report by Alan Taylor: To accept the offer of United Lutheran Church to hold an 11am worship service and concurrent religious education classes in their facilities beginning on June 14 (Flower Communion Service).
  - Motion made and accepted to move forward with the agreement with United Lutheran.
  - Current income totals - \$1,015,789.35 and expenses total \$910,256.15 for a net income of \$105,533.20.
  - Capital Campaign: Donor Wall (to recognize those who have pledged a certain amount).
  - Request to have a balance sheet for tracking on the Capital Campaign.
  - Still looking to have members make their first Campaign payment, Jen is to let board know if there is help that we can provide.
- **Kudos to our Administrative team during our move planning.**
- **Congratulations to Alan on the launch of “Love with Courage”.**
- Motion made to approve was seconded and accepted.

### Move Update (Alan)

- **United Lutheran Church:**
  - Use of the building will include small chapel, larger chapel, and fellowship hall, RE classrooms.
  - Starting to review our calendar against their calendar’s activities.
  - Rent, which will be paid by project, is TBD. We will also help to take care and update the building, give building some TLC.
  - Our board and their board will have an informal get together soon.
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- **Next Steps:**
  - Logistics, mapping out the rooms of the building (Beth can help with that), looking at what the rooms need, which need to be spruced up.
  - Dan will reach out to Brad to confirm finance information.
  - Create a “Space Development Committee” to help with the move and logistics.
  - Announcement on Sunday about the move (own spot on the agenda – take place of “story of all ages”), and Space Development Committee, FAQ, will include March 21<sup>st</sup> 9-12 World Café (and that it will be there).

### World Café Update (Alison) Saturday 3/21 9-1 at United Lutheran.

- Meeting with World Café Team (Gil Herman, Meg Herman and Anne White) on 2/16.
- Board members will be table hosts
- Budget and Plan will come next week
- RSVP and Round tables are needed.
- Alison will be sending to Elizabeth the note about world café to include in announcement this week.

### UTP Plan (Dan)

- **Financing getting into place:** Brad White is getting all of the finance information together for us, and getting UTP Board the ownership of the building so that they
- **We need to nominate 2 members of the congregation for the board of UTP. 2 skill sets:** A person who has experience in our maintenance of our building, and a person who is good with numbers and finance. We are taking suggestions on Nominees.

### Building Update (Beth, Dan and Elizabeth)

- Request for clarification on who the project team reports to – us, Alphawood or UTP?
- UTUUC has questions on the outputs and wants to make sure that our expectations are met.
- Request for a communication plan and procedure for us and UTRF be created.
- Updates to our concerns:
  - Accessibility (Wanting more than a stair climber, but **NEED** to hire an accessibility expert)
  - Storm Windows – Steve Kelley is working on the concept and mock up, and ensures that we do not get in the way of the art glass and design.
  - Kitchen – Barbara Moline – “Kitchen Cabinet” will be a survey and needs assessment.
  - Audio Visual – Dan Crimmins is on point now, less of a priority now.
  - Retaining Wall – They are going to do study on the wall and test pits to see how the retaining wall affects the foundations of our building. (The ground needs to be thawed for this work to proceed).
- Have had 2 meetings with the team. A certificate of appropriateness meeting will be held at village hall on Thursday 2/12. Discussions on the work that will be done while we are still in the building, and that tours are still being done, and Wright Plus in May.
- Reminder to start looking for Ministerial Space. – Have told architects that the existing minister offices will have own entrances, and Alan will provide a list of the other items on wish list – lighting, hand rail, partition to block off space too for small gathering or need for intern minister.
- Need a communication plan of the work being done for now until June (a placard being placed that has “this is what is being done now” and “this is what will happen”. Communication plan to be part of the move too. – Then after that communication about the move, we update about the construction too.

### Other Business:

- Investment Policy to be discussed next meeting.
- Program Council Notes/Reports from previous meetings – will have them stored somewhere on our website. **Kudos to Carrie Bankes on the leadership of Program Council.**

### Adjournment:

- **Motion made and approved at 8:18**

