



## **UTUUC Board of Trustees Meeting Notes v.1.0**

September 8 2015 - 805 S. Blvd 6:30pm

### **Attendees:**

*Board:* Larry Kameya, Dan Crimmins, Carrie Bankes, Beth Scanlan, Alison Price, Rob Bellmar, Kathy Clark and Amanda Sonneborn.

*A-Team:* Alan Taylor, Emily Gage, Elizabeth Plumber.

**Centering** – done at 6:38 by Alan Taylor. Month Theme Invitation- Poem by Mary Oliver - Invitation

### **Consent Agenda (Includes last minute's notes, A-team Report and Financials).**

- Clarification on Budget: Our budget statement may show like we are ahead or behind each month, but note that it depends on where we are with annual fund collection. Our budget can be adjusted as needed. Current financial statement is through the end of July, and there are expenses that have not yet been submitted.
- No updates on Capital Campaign 2<sup>nd</sup> request drive yet (on where we are with the collections).
- Next Money Market payment is in April of next year.
- Clarification on Finance Committee updates – Money Talks and Annual Fund Drive – discussions and articles in the monthly newsletter – that shows more updates and information of money and pledges and the impact. Helps make us more comfortable talking about money, and helps us understand how our giving is used.
- Larry motioned to approve consent agenda, Kathy seconded – voted unanimous.

### **Review and compensation working**

- Dan is still working to get the working team together for the Alan's review.
- The broader team (Amanda and Larry) working on getting the review pool for all staff – getting job descriptions and goals is the first step.
- Would like to have the annual reviews done during the summer, it has been taking longer to get the reviews done. Alan has been doing them.
- Alan wants for next year revised job descriptions for Music Director and Membership Director.



### **Financial and Expenses on Preservation Task Force**

- Dan is still working with Brad and the project team to develop a chart detailing the projects and process steps and their costs is being prepared for budget approval and next steps. This chart will help us determine where the funds will come for the various expenses and project, and which of these expenses would be our responsibilities or the projects.
- Reminder: The BOT and Preservation Task force will have the final say in the process and money use (projects could include Kitchen, IT, Security, Audio Video, Theatrical Lighting, ADA, among other projects). Funds will need to come from both the Project and our funds.
- Again: Next steps is to schedule meeting with Finance and BOT members to discuss budget.

### **UTRF board appointment update**

- Latest candidate had to bow out due to conflict of interest with employer.
- Qualifications desired: Development, Communications and Public Relations – then Restoration and Architecture. Job entails about 6 meetings a year and other communications throughout the year, but the position is not as full time as thought of originally.
- Tina Lewis provided some names. Other names shared during meeting, Rob will follow up.

### **Strategic planning working group**

- Next discussion with Roger with Unity Consulting and core team (Rob, Alan, Alison and Cathy) is on Thursday 9/10. Alison will provide the updates to on BOT and A-Team after Thursday that includes communication plan and details of next steps.
- September and October we will be recruiting the facilitators and planning the communication plan (via newsletter, pulpit, and to groups themselves).
- Friday 11/6 and Saturday 11/7 are “save the date” for facilitator training. Details coming.
- Alison will check with former clients on their experience and advice. *\*Still to do.*

### **Preservation Task Force Update**

- Updates: Concrete work is going forward, inside the building is pretty empty!
- Skylights are being worked on next and then they can start to remove the scaffolding. Look for a crane next week on Kenilworth to help with the skylights work.
- Clarification on the phases of the projects – still on schedule – Phase 2 work coming. Any changes to phases will require amendments to the project plan and agreement. Concerns raised on when work will be done and when will the Trust be ready to go with their duties and when will we be taking back ownership of building and that financial implications. All TBD.
- Within next week details on the Kitchen and our other projects will come back for review.
- Still being discussed: Accessibility concerns (wheel chair access) and Retaining Wall issues.



Other New Business

- Dan reviewed the Unesco World Heritage process, and where we are in the process.

Adjourn at 8: Larry –motioned, seconded Kathy– unanimous vote.