

**Minutes**  
**UUFM Board Meeting**  
**September 21, 2016 6:04 PM – 10:03 PM**

**Attendance:**

Nancy Cramblit, President  
Tony Filipovitch, Vice President  
John Knox, Treasurer  
Tricia Nienow, Member at Large  
Henry Panowitsch, Member at Large  
Marlene Stein-Greiner, Member at Large  
Rev. Don Cameron, Minister  
Becky Rossow, Scribe

**Not present:**

Diane Dobitz, Member at Large  
Carrie Rice, Past President

**Chalice Lighting**

**Check-In**

Governance and Ministry book handed out

**Visitor's Forum**

Dennis Cramblit reporting for the Finance committee

- Finance committee voted to cash out the investment funds (about \$33K) and to consider using the proceeds to pay down debt – need Board approval to cash out
- Consideration for how to pay down debt – no decision from Finance at this time – John will run scenarios. Finance would like to know Board's desired emphasis (i.e., CFD increased hours, payoff investors, lower loan amount). Under discussion - will look at options over next few months to see where the best savings and impact are.
- Stewardship: considering canvassing procedure with Stewards from Finance and Board with emphasis on listening, developing connections and building relationships. Organize group by mid-December with completion by end of February.

**MOTION** to approve Finance decision to cash out the investment funds. Motion: Tony Filipovitch, Second: John Knox, approved after discussion

Discussion: Finance will cash out the investments and then come back to the Board with a plan for how it should be spent. Some preference was expressed for spending on hard assets (investor payoff, building) over operating expenses.

**Review Agenda**

- Add vote to approve Personnel's discipline policy
- Add review Board task calendar

**Approval of August minutes** – Motion: John Knox, Second: Nancy Cramblit, approved

**Old Business – as listed in agenda**

## **Minister's Report**

- Written report submitted.
- Highlight "Write on Race..." community journaling project that Rev. Don would like many from the congregation to be involved in

## **Treasurer's Report**

- Written report submitted
- John noted a few things about the report:
  - Two investors have been paid out and that is shown in the 'other fundraisers' category (for accounting purposes) transferred from the 'investor out' and 'mortgage reserve' designated funds, and out in the 'mortgage principle' and 'mortgage interest' lines
  - Layout changed to show FY budget in first column, monthly usage, actual usage to-date and remaining in other columns

## **Attendance Report**

Board will keep an eye on trends in attendance

## **CFD Report**

- Written report submitted
- Tony has 14 teachers lined up to teach on a rotating schedule, two more available in spring (classes: K-2, 3-6, youth)
- Also working on recruiting for CFD Director position, MSU student seems unlikely – may need to approach local person willing to be trained or reach out to seminary in the Cities for possible interest
- Note that there is designated fund money available for Blue Skunks activities, needs leaders/organization

## **Action Items:**

### **Developmental Ministry**

- Notes from the first listening circle as well as Q&A are in the weekly update
- Discussed impressions from first LC – positive, opportunity for education on what DM is, transition our thinking from how DM fits us to how do we need to change to achieve our goals
- Should we add consensus to congregational covenant? Would require congregational vote at mid-year meeting
- Nancy to put notice in weekly regarding the upcoming congregational meeting
- Tony considering Sunday service on 'Beloved Community' as Board reflection on where faith leads us tying in to DM
- Developmental ministry goals brainstorming:
  - Cultural shift – move from acting like a family-size to acting like a pastoral-size (long-range plan will help with this)
  - Build trust with each other, the Board, the minister and committees
  - Need to learn as a congregation, individuals and committees how to behave with full-time minister
  - Growth in membership to help spread the load, carry what we've created forward into the future – next generation of leaders
  - Communication in a larger congregation – how does it work, what are the channels, how to be effective

- If DM approved, Tony and Tricia will be on DM search committee along with two other non-Board members
- Congregational voting ballot good in context – keep communication strong regarding DM so congregation understands what they are voting on
- Application to be finalized at the October Board meeting, if DM approved by congregation on 10/16

### **Long-Range Plan**

- **MOTION** to approve the long-range plan. Motion: Tony Filipovitch, Second: Tricia Nienow, approved
- Consider table topics regarding long-range plan in November
- Need list of action items for Board for 2016-17 (Marlene, Tricia)
- Need action items for each committee chair with the tasks that their committee is responsible for highlighted (Marlene, Tricia)

### **Committee Job Description**

**MOTION** to approve template for committee job description. Motion: Tony Filipovitch, Second: Marlene Stein-Greiner, approved

### **UUFM Committee and Special Action Group List**

- Document presented
- **MOTION** to approve listed committee chairs (B&G: Dave Schostag, EdJ: Diane Dobitz & Annette Schmit-Cline, Finance: Dennis Cramblit, Membership: Jane Schostag, acting, Personnel: Danielle Stedman, Worship: Kim Evans). Motion: John Knox, Second: Tony Filipovitch, approved

### **Signature Authorizations**

- **MOTION** that Anthony Filipovitch, as Vice-President, be given signature authority for Fellowship accounts. Motion: John Knox, Second: Tricia Nienow, approved, Abstention: Tony Filipovitch
- **MOTION** that Linda Ganske be given signature authority at the credit union, but not be authorized to sign checks. Motion: John Knox, Second: Marlene Stein-Greiner, approved.

### **Discipline Policy**

- **MOTION** to approve the Personnel committee's discipline policy. Motion: Tony Filipovitch, Second: John Knox, approved
- 5-part form will be attached to the policy and all employees will receive a copy of the form along with the personnel policy.

### **Board Task Calendar**

- Review calendar
- Add Board approval for stewardship plan in October of each year

### **Discussion Items:**

#### **Scott Thiem**

- Scott has a request for art for the entry. It was discussed that this is an Aesthetics/B&G issue to keep the Board on fiduciary, vision and representation issues.

- Nancy to let Scott know to take it to B&G for approval and to let B&G know that it's their decision to make and if there isn't full approval to bring it back to the Board.

### **Open Positions**

Board Secretary - open

Membership Chair – Jane Schostag is acting

CFD Chair – open

CFD Director – open

Child care coordinator – Marlene agreed to fill this position

### **Adjourn to executive session at 8:52 PM**

### **Meeting adjourned at 10:03 PM**

### **Tasks:**

Nancy – add Attitude of Gratitude to October meeting agenda

Marlene – get information to Nancy on Attitude of Gratitude for Board review

Nancy – written thank you to Laurie Bushbaum with picture for Garden Ministry fund

Nancy – notice to Linda for weekly update announcing the October congregational meeting (should be put at top of weekly so it is easily seen)

LC Schedule:

9/25 – Tricia, John, Tony, Nancy, others as available

10/2 - Tricia, John, Tony, Nancy, Henry, others as available

10/9 – Marlene, Tony, Nancy, Henry, others as available

All – Keep brainstorming developmental ministry goals – consider how are we 'stuck'

Tony – Ask individuals to be on DM search committee – need two

Nancy – Details of DM for Sunday bulletin insert

Nancy – Let Linda know to put the Long-Range Plan on the website, link in weekly update, note in bulletin with where to find

Marlene – communicate with Linda regarding QR code for Long-Range Plan

Tricia & Marlene - work on list of action items from LRP for Board and LRP tasks highlighted for each committee

Nancy – let Scott Thiem know to take his entry art proposal to B&G and let B&G know to expect it and bring it back to the Board if there is not full approval

Marlene – contact Danielle (personnel), Linda (OA) and Nancy on child care coordination as needed

All – think of possible people to fill open positions as listed above