**WUU Board Meeting**

**Minutes (Draft)**

**December 16, 2014**

**Present:** Eva Burke, Larry Ventis, David Neiman, Donna Stanford, Wayne Moyer, Rachel Delbos, Jim Kent, Lola Warren (President), Jennifer Ryu (Ex-Officio)

**Guests:** Les Solomon (BOF), Margaret Payne (Process Checker)

**Chalice Lighting:** Chalice Lighting was conducted by Donna Stanford and she read from *Advent: Waiting*t. One featured phrase was, “Enjoy the moment, the now of our lives.

**Check-In:** Board members described prominent ongoing concerns and pending trips and events anticipated during the holidays.

**Approvals:** The Minutes for the November 18th Board Meeting were approved with a correction that had been raised by Donna replacing the phrase “Board of Supervisors meeting” with “County Planning Commission meeting”.

Wayne moved that the Consent Agenda be approved, Dave seconded the motion, and the motion passed without dissent.

It had previously been agreed, in response to Lola’s recommendation, that Board members would read *Moving On From Church Folly Lane* by Robert T. Latham. Lola distributed copies of the book to Board members at this meeting.

Lola noted that she had sent a letter to Chalice Lighters thanking them for their participation. There was also a complaint from a neighbor, and Lola responded and hopefully was able to reassure her. While Lola is away on vacation, Rachel, as Vice President, should receive Board related email.

**Discussion Agenda:**

**BOF Update:** Dave reported that as of last Thursday, November 11th , the Capital Campaign had generated $1,370,000.00. He also indicated that Allen Cooke did not anticipate a significant increase beyond this amount. Designated gifting was at approximately one half million. Finally, several donors indicated a willingness to give more if needed.

DBT is consulting with users of the facilities about possible acceptable revisions. They are currently working with cost estimates pertaining to possible changes to the design, and they are thinking of using some money from …

After a very polished presentation by Tom Tingle, the James City County Planning Commission approved our plan for expansion.

DBT received a package from GTA which is a proposal for the design/development process:

1. Design refinement: Blueprint and façade. This will start soon.
2. Contractor selection (projected for February completion).
3. Construction administration: Paying sub-contractors, etc.

It is planned that GTA will conduct design/review meetings at 25%, 50%, and 75% 0f completion.

The cost of GTA services will be $269,000.00.

The Capital Campaign (under Allen Coole and Kerri Mellete) is wrapping up.

DBT is currently consulting various parties in consideration of possible acceptable revisions to our original plan. It is tentatively projected that they may drop the trellis and wall seating.

As a next step, GTA must submit a site plan to James City County.

As a minor complication it was noted that one neighbor has a building and play space on our property.

Les noted that we do not have a current plan as to who will have access to pledge information. He also noted that it is being considered that we may return to some people to see if they might give more than their original commitment. He seemed pretty comfortable with this prospect, and he indicated that some had volunteered that they might be willing to give more if needed.

**Financial Issues:** As Finance Committee Chair, Jim noted that he was glad that it has been decided that there will be an auction, and hopefully that it would add $20,000.00 or so to the WUU revenue. He further stated that we will pay down the mortgage in February, 2015. For next year, the Finance Committee expects to have a projected budget ready for a congregational vote in April.

Jim indicated that thus far the Finance Committee has approached two banks about the prospect of assuming a mortgage and that both have expressed positive interest. The Committee intends to approach a total of six banks, and the projected amount of the mortgage will be approximately $800,000.00. Jim would like a small sub-committee to negotiate financing with the banks, and it is to consist of Ben Puckett, David Banks, and David Neiman.

Lola volunteered that Peter Mellette reports that we have $327,000.00 in pledges so far for next year’s budget.

**Stewardship Charter:** Lola asked that Board members read the Stewardship Committee’s drafted policy statement before next meeting. It is our responsibility to create policy, and the Stewardship Committee is doing us a favor by drafting their statement for our consideration. Donna suggested that maybe the Governance Committee could work on this.

**Website Upgrade:** Jennifer asked if the website upgrade should be dealt with by the Board or the Finance Committee initially. Lola indicated that either way will work. Jennifer then explained that a year ago she got a proposal from a website contractor. David Benson worked for 6 months on a communications analysis. Then he and Scott Varney withdrew because they had too many other demands on their time. Jennifer would like to spend money on an upgrade of the website. Currently it is not mobile enabled. If we did everything needed, it would cost about $7,000.00. A minimal upgrade would be about $2,000.00. Les indicated that he believes there should be money available. Jim indicated that part of the concern is a process issue, and that the Finance Committee would like to see the proposal. Dave thought the Board should consider this as well. January 14th is the date for the next Finance Committee meeting, and it was agreed that the proposal should go to both the Finance Committee and the Board.

**Policies:** AGift Acceptance Policy Addendum had been submitted by Wayne, and it wasa discussed and endorsed by the Board members.

**Oversight:** In our January meeting, John Hochella, Chair of the WALT Committee will visit the Board and update us on WALY activities. The question was raised of how WALT fits into our structure as well as our mission. Wayne raised the question of whether we could offer “Conversations on Race” as a WALT course. Rachel raised the general question of how WALT is related to WUU. Lola added the issue that we need to be considering where we want to go with implementation of WALT. It was also noted that with the new building expansion it might facilitate WUU integration with WALT, particularly in that more WALT classes could be conducted at WUU.

Wayne asked whether there were any minorities on WALT’s Board or minorities taking their courses. If anyone has additional questions regarding WALT they should email Donna with their concerns.

**March Congregational Meeting:** Two purposes were advanced for the March Congregational Meeting: (1) For the Congregation to accept the mortgage (i.e., with whichever bank submits the accepted bid), and (2) To endorse an overall funding amount within which the contractor and GTA must agree to function.

It may be desirable to ask Peter Mellette to draft an overview statement for formal consideration and vote.

By March we should have detailed expansion plans at the end of the Design Refinement stage. We can then review plans after details have been scrubbed by DBT and GTA. Jim strongly recommends an upfront vote by the congregation in February or March, in particular to facilitate congregational buy-in. GTA has already indicated that the maximum amount is not to exceed 2.2 million dollars.

Thee February Congregational Meeting is our Annual Meeting at which officers are elected, and it will occur between services. The March Meeting will be scheduled for after the second service.

It was agreed that the Board will request for the coming year an increase in our allotted budget from $1,000.00 to $1,500.00.

**Process Check:** Margaret Payne volunteered the following comments: Time control seemed excellent; staying on task seemed excellent. She noted that Donna had less to say than others, and that Lola does an awful lot.

The meeting was adjourned at 9:03 PM.

Minutes submitted by Larry Ventis, Secretary to the Board.

**Process Check:** Process Checker,

**Adjournment:** Lola adjourned the meeting at 9:06 PM.

**Minutes submitted by Larry Ventis, Secretary to the WUU Board.**