**Williamsburg Unitarian Universalist Board Meeting**

**Draft Minutes: October 28, 2014**

**Present:** Rachel Delbos, Eva Burke, Jim Kent, Donna Stanford, Larry Ventis, Lola Warren (President)

**Absent:** Wayne Moyer, Dave Neiman, Carol Sherman

**Guests:** Deborah Wells (Process Checker), Paul Luchsinger and Phoebe Kent (Endowment Committee), Wilson Abney

**Chalice Lighting:** Rachel read from the poetry of Rilke.

**Check In:** Eva and Rachelreported briefly on having attended Mosaic Makers which was focused on multicultural issues. In addition, members reported on recent salient experiences.

Minutes for the October 22 meeting were approved as submitted.

**Consent Agenda:** Larry made a motion that we approve the Consent Agenda and Donna seconded the motion. The motion passed without dissent.

Because our membership has increased it was reported that according to UUA standards we should increase the salary of Suzanne Huddleston. This was recommended by the Finance Committee, and it was agreed to by the Board.

Because of the upcoming Thanksgiving holiday, the date for the November Board Meeting was proposed to be November 18th. The new date was approved by the Board.

**Discussion Agenda:** Jim Kent presented the projected 5 year budget, based on assuming an $800,000.00 mortgage. New Income had previously been estimated at $36,000.00, but in the current projection this was reduced to $10,000.00 in FY 16-17, $15,000.00 in FY 17-18, and $20,000.00 in FY 18-19. One item not represented on the 5 Year Projection is the Reserve Fund. After receipt of the Chalice Lighter’s Grant Funds there should be about $60,000.00 remaining in the Reserve Fund. A significant conclusion form the 5 Year projection is that we should be able to afford an $800,000.00 mortgage for the BOF project.

For the next iteration of the document, (1) there should be a report to BOF and DBT; (2) church committees will need to make requests for next fiscal year; and (3) WUU will make its case to two banks (SunTrust and another) and the Finance Committee will seek 3 or 4 different quotes, such as (but there may be differences in specifics) a 10 year fixed mortgage, a 15 year with one revision, and a 20 year which would be reopened every 5 years. Anticipated estimated interest would be in the range of 5%.

Line 160 in the 5 Year Projection pertaining to web site renovation issues is to be pursued by Jennifer, and we will hear more later.

Endowment issues, next on the Agenda, were deferred to later in the meeting.

**Review of BOF Timeline:** At the bottom of the Timeline page, the question was posed, *“Shall there be a congregation’s vote to approve the Capital Campaign, implications for design of Phase 1, and the mortgage?”* Discussion of this question ensued.

Jim advocated a congregational vote in the next few months on the financial commitment that is to be made. Eva noted that a vote would give the congregation ownership and the knowledge to move forward. Jim further noted that a vote made common sense and is a “win win situation”. Lola also expressed her preference for a vote that will set the financial parameters, and she indicated that we will hold a vote on the overall parameters of the Capital Campaign and the Mortgage. Peter Mellette will need to draft the statement to be voted on. The Board was in general agreement that it is important to have this vote in February.

**Endowment Fund Interest:** Jennifer had recently suggested that the Board had the right to direct interest from the Endowment Fund to cover the cost of renovating the web site. The Endowment Committee had earlier recommended that WUU should not draw on any proceeds from the Endowment Fund until it has been built to $1,000,000.00, and Phoebe Kent and Paul Luchsinger, representing the Endowment Committee repeated this recommendation in the meeting. An 80 % vote of the congregation is required for any sizable use of the Endowment Fund, but the Board evidently does have the authority to assign money from any proceeds acquired, over and above the principle. The UUA recommends that an Endowment Fund be at least twice the operating budget of a church. As discussion proceeded it became clear that the Board endorsed the Endowment Committee’s goal of building the Fund to $1,000,000.00 but thought it wise to retain the right to access the Endowment Fund should emergency circumstances arise. Lola asked that the Secretary draft a statement about the Board’s policy on Endowment Fund income to be considered at the November meeting.

**Policy on Board Minutes:** Most of the contents of the drafted statement on minutes were deemed acceptable, but Lola agreed to draft a revision to accommodate to some requests. The revision is to be presented at the November meeting.

**Resignation of Carol Sherman:** Carol had to resign from the Board for health reasons. There was discussion of whether she should be replaced or we should continue with just the remaining members. Jim asked if the Nominating Committee had vetted anyone for the Board. Lola was to inquire as to whether some specific individuals might be willing to serve out Carol’s remaining tenure. Cindy Johnson and Anne Luchsinger were mentioned as possibilities.

**Norfolk UU Church:** Les Solomon had earlier circulated an email advocating that we should make a contribution to the Norfolk UU Church, which is having to sell their church and property due to periodic flooding. Jim suggested a plate collection for the Norfolk Church. It was suggested that this could possibly be substituted for a mortgage pay-down offering. There was also a question of whether such funds might appropriately come from the minister’s fund. It was left that Eva would try to settle on a way to use a Sunday plate offering to support the Norfolk UU Church.

**Process Check (Deborah Wells):** Deborah noted that members seemed respectful of each other and that the meeting was generally harmonious. She saw it as positive that everyone spoke, and thought that the meeting was conducted in an efficient manner. She also offered the positive suggestion that sometimes it might be beneficial to identify when the process slows, and to stop and question why things might be slowing down.

It was noted in concluding, that we should put the February Congregational vote back on the agenda for the next meeting.

Lola adjourned the meeting at 9:01.

Minutes submitted by Larry Ventis, Secretary to the Board.