

## Unitarian Universalist Society Board of Trustees MEETING HIGHLIGHTS – February 14, 2019

Board meeting minutes are available on the website or can be requested from the UUS administrator.

**Present:** Jane DeWitt (President), Jim Laughlin (Past-President), Amy Fretz (Vice-President), Chris Rode (Treasurer), Peg Voelker (Secretary), Sara Feldmann (Trustee), Paul Pomrehn (Trustee), Colleen Higgins (Trustee), and Rev. Diane Dowgiert (Ex officio Interim Minister).

**Absent:** Michael Honey-Arcement (Trustee).

**Guests:** Deb Schoelerman (representing Land Ministry and Building & Grounds).

Board President DeWitt called the meeting to order at 6:30 p.m. DeWitt provided opening words followed by the chalice lighting and a check-in by Board members.

### Consent Agenda & Announcements:

*Consent Agenda items:* February Board Agenda; February Executive Committee Minutes; January Board Meeting Highlights & Minutes; Minister's Monthly Report; Treasurer's Report; January Financial Statements; 2018 Year-End Financial Statements; Signage Funding Request (Peggy Garrigues); and Library Task Force Charge 01-2019 (Jessica Zimmer-Saltzman). *Other items:* UUA Interim Ministry Appraisal form; UUS General Endowment Investment Policy Statement (Ken Atkinson, Endowment Committee); UUS Dedicated Endowment Investment Policy Statement (Ken Atkinson, Endowment Committee); UUS Landscaping Plan 1-10-19 Proposal (Deb Schoelerman).

DeWitt added a five-minute fundraising policy review discussion to the agenda. She also shared that the UUA interim appraisal instructions specifically state that the Board and the interim minister should complete the form separately. Therefore, the Board will meet without Rev. Diane for that agenda item. The completed appraisals will be shared and discussed later. There were no email votes during the past month. Noted in the Executive Committee minutes was the approval of a \$500 funding request for parking and shuttle service signage. *The Board received the Consent Agenda; approved the January meeting highlights and minutes; and approved the February Executive Committee minutes pending the discussed changes.*

**Treasurer's Monthly and Year-End Reports, Budget:** The 2018 year-end financial statements show that revenues fell slightly short and expenses ran over budget for a net loss of approximately \$30,000. Rode noted that uncertainty estimating building-related expenses, unexpected expenses during our first year in the building, and ministerial transition expenses account for the overage. Currently, pledges toward the 2019 Operating Budget total \$420,355 – \$48,000 short of our budgeted pledge revenue. Over the next couple of months, the Board will communicate with the Stewardship Committee, monitor budget projections, and identify solutions.

**Endowment Fund Investment Policy Statements:** UUS is required to provide the University of Iowa Community Credit Union (UICCU) with Investment Policy Statements (IPS) before transferring endowment funds. The Endowment Committee submitted a General and a Dedicated Endowment Fund IPS to the Board for approval. *The Board approved both.*

**Six-Month Interim Ministry Assessment:** The Board (without Rev. Dowgiert) spent the last 40 minutes discussing the 27 items on the Unitarian Universalist Association's (UUA) Interim Ministry Appraisal form. During the meeting, Feldmann graciously took notes and formulated a consolidated response for each item. *DeWitt will finalize the appraisal and share with Rev. Diane and the UUA Transitions Office.*

**Landscaping Funds Request:** Deb Schoelerman shared that Land Ministry (LM) has been working on plans to add trees, shrubs, and grasses to our property. David Selmer, a landscape designer with Sustainable Landscape Solutions, developed a comprehensive design for UUS that the Board viewed via a "fly through" video that he provided. LM expects that implementation of this design will take several years but have set as a priority the purchase of trees. *The Board approved the allocation of funds (not to exceed \$9,500) from the new facility account to purchase trees that will be planted in 2019.*

Fretz provided closing words. Laughlin reported as Process Observer. Board members reviewed the tasks that they agreed to do. The meeting adjourned at 8:58 p.m. The next Board meeting is Thursday, March 14, 2019, starting at 6:30 p.m. in the UUS Conference Room.

Submitted by Peg Voelker, Secretary