

Board Meeting, November 3rd, 2003

Board members present: Randolph, Barnard, Curnow, Miller, Deschamps, Trachtman, Howley
Also present: Eskildsen, Wilde, Daniel, Ann Thomas, Bill Thomas, Esther Ebey

Last meeting notes approved with one typo correction (Scott will send correction out)

Building and Grounds

Presented by: Ann Thomas

(Copy of notes given sent in email to board members with these minutes)

Items outside of current budget that need consideration: Things that shouldn't/can't wait until new church building takes place in the opinion of B&G:

1. Estimate was \$2,800 for painting back of building
2. Lighting sign-issue-going across pipeline, etc, can't do it in-house with church members
 - Will investigate metering at the street- (Ann)
 - This could take the price down to the 1k range
 - Once determined if it can be done, will be presented along with costs
3. Floor Tiles in basement
 - They are asbestos, must recover them, not remove
 - Some tiles are loose. Ann brought up retiling the whole downstairs for board consideration
 - Current Budget can cover the bathrooms, doing the whole flooring is not in budget.
 - It was brought up that until new church config is in place, we may want to wait on that
 - Should be considered for the 2004 capital budget. We do not have cost estimate now
 - Will get an estimate for retiling the bathrooms

Action items(see list given out/emailed with these minutes)

1. Re-circulation fan is an issue
2. There is a crack in the foundation, needed to be brought up for board thought.
 - Last year this was noted (Dennis), it was investigated and determined to not be a major issue, but should be tracked over time. Bldng and grounds will contact a structural engineer to take a look at it. There is no safety issue from an electrical standpoint(as determined in the past). Someone should photograph and measure it.
3. It is recommended that we put in access panel for main water shutoff in girls bathroom.

Scott asked for an idea of next years budget to be considered by B&G, needed by January.

Building Expansion

Presented by: Bill Thomas

Site plan is in review. It was first returned mid-sept. for our further work

Major issues

1. Forester (had a conversation with us, after discussing, seems to be okay)
2. Transportation had an issue with our intersection. We came back with an analysis. We have contracted with Wells and Associates. Will be doing survey this upcoming Sunday. This will be the basis for consideration of the issue.
3. Site plan target-resubmit in mid December is plan, possibly earlier

Question (Q) and Answer (A) session on Building Expansion

Q-what is final sanctuary design?

A-4 different versions originally, interior design is not yet finalized. Committee will present to the congregation once options are available.

Q-is final design a board decision based upon congregation thoughts?

A-Sydney stated that the board chooses a single design and present to congregation for yes/no on design

Canvass Committee

Presented by: Esther Ebey

Jean Remmers will co-chair

John Gudgel will meet with her to transition.
In early stages of getting things kicked off
Matching funds concept brought up.
Looking for theme ideas for next canvas.

Finance Report

Peter is official Nov 1st.

Discussed at last finance Meeting:

1. Policy and process for payments. Will send out with Minutes(Peter send to Mhowley)
All payments going forward will need a voucher in order to be signed off.
Alison- issue about process of getting them done.
Peter- Have the the back of the receipt signed, not necessary for them to sign form, Committee chair, etc., signs off on actual voucher form.

Treasurers report

1. There are some accts on the report that did not look correct. Would like another month to review, so it will be presented at Decembers board meeting, or earlier via email.
2. We will reconcile the bank acct. It was decided to go back for 2 months and review. From that, we will have to take the banks balance and roll forward with that as accurate.
3. Peter will define roles and responsibilities of committee to have it defined the roles so that reconciliation of bank doesn't go on without being done again.

Dennis suggested that there be a deadline for expense submission.

Ministers report

(Notes were provided-the items below were the only items not covered in the handout)

The board could/should utilize the staff more effectively than is we are currently.

Would like to be included on emails, etc. Retreat planning was an example of where staff could have been used more effectively.

DRE Report

Presented by: Alison Eskildsen

One item was not on notes handed out:

- Attended workshop on facilitating change in congregations. Talked about managing through changes, and should be considered. Will send out a follow-up with that information. Perhaps should be a deep chair meeting.

Performance evaluations.

Everyone should have a copy in his or her board book. First part of January, board should give input.

Committee finalizes by end of Feb. Process is in place, so we should follow it

- Alison-objected to list of objectives at back of review from last year as she had no input on them, it should have been agreed with employee before putting that into the evaluation.
 - The board generally supports that.

Dennis-the 4k bonus needs to be distributed before the end of the calendar year. The committee needs to do this and come up with a plan for next year when that will be distributed.

- Scott will follow up with Bill on who/when these will be done.

New Business

- Gross \$21,956 from the auction dinner
- Next deep chair Nov 18th
- Scott-discussed leadership council
- Becky-Joyce Kirk coming on board. Suggested that we get help for Selena. Suggested someone to help her out as daily volunteers. Will think about plan to get volunteers. Will find out what Selena thinks
- Dennis-would like board thought on Reston Interfaith item. The SRO's have been asked to come up with 70k for the year. Additional 70k asked from the board of Reston Interfaith(Dennis is on

the board), which equates to \$2500. Would like to ask if members could become “pledging members” to support that? Should we do it, should Dennis be involved?

- It was discussed that as a group discussion versus one on one would probably be okay and not undue pressure.
- Alison-concern with asking for too many items with \$\$ support needed.

Action items

- What is next board meeting agenda?
- Scott will be on committee for personnel review.
- Scott to review with Bill the 4k bonus issue
- Play-need to review in January meeting discuss.
- Dennis will send correspondence on crack in wall to Ed Thomas
- Dennis, or someone, should get someone from Reston Interfaith to speak to the congregation on the support issue above

Building Expansion News

Around the first of July, we submitted to Fairfax County our Site Plan. This is a very detailed and annotated set of drawings that shows our existing property and our proposed addition in the context of the properties that surround our land.. The County reviews the site plan from a number of perspectives, and several county and even State agencies get involved. In mid September, we learned from our engineer, Pritam Arora of Design Engineering Inc., that our application had been returned for revisions. Just to show you how complex the process is, we got comments back from the Dept. of Public Works and Environmental Services, the Urban Forestry Division of the Office of Site Development Services (OSDS), the Environmental and Facilities Review Division of OSDS, and the Virginia Dept. of Transportation (VDOT).

According to people familiar with the process, it is routine for a first submission to be returned for revisions. Although there are several pages of comments, most of them are easy to fix. Two issues, however, will require some additional work to resolve. VDOT has asked for an analysis of whether right and left turn lanes need to be constructed on Wiehle because of additional traffic flow. We are contracting with a Transportation Engineer who will look at the traffic situation and prepare an analysis we can include with our resubmission. (We don't think these improvements are warranted and expect that that will be the engineer's conclusion as well.) The other issue has to do with the Urban Forestry Division; we are trying to preserve as many trees as we can, and they are questioning whether some of those trees will be affected by the site work. We are engaging the services of an arborist to assess the viability of the affected trees before, during, and after construction.

Turning to the interior of the building, the Committee has reviewed the suggestions made by Members and Committees to the Aesthetics Subcommittee. While all of the suggestions were appreciated; the Building Expansion Committee worked through the list and chose a number of them to submit to the architect. Here are some of the ideas that were submitted:

Expand the raised stage area of the sanctuary. The Music Committee proposed an expanded stage for the sanctuary. The Committee has asked the architect to prepare drawings for a rectangular stage area large enough to accommodate the choir, children's pageant, and other similar uses. That revision will be presented to the Congregation for discussion at a future date.

Concerns were expressed about sunlight may be in the eyes of congregants at certain times of the year. The architects have already included blinds in their design to address this concern.

A permanent arrangement for sound and video would be desirable. The architects will include speaker wiring, and microphone and video jacks in their design. They will also create an area in the back of the sanctuary where audio and video equipment can be located.

Concerns were expressed about the foyer becoming a bottleneck. A related concern is where will we locate bulletin boards, the badge rack, etc. Also, where will

coats go in the Fall and Winter? These concerns have been transmitted to the architect, who will address them and present some ideas for solving them.

Issues were raised about the location of the Office Administrator being without a window. The architect has been informed of this concern and will be making suggestions to address this. One idea is to include interior windows. The architect points out that all classroom and most office interior doors will be “windowed” already (with the exception of the ministers study), but interior windows can be added as well if desired.

It was suggested that the crawl space under the new building could be used for storage. The architect points out that—while labeled “crawl space”—the area will be squared off and floored like a cellar and will be suitable for storage. He will add lighting and increase the access door’s dimensions to make it more usable.

Thank you all for your ideas. Further suggestions may be given to Anne Leonard or to other Committee members or transmitted through the Office Administrator.

Building and Grounds “To Do” List

Paint back of building (2 estimates each around \$2800)

Back of building needs some maintenance and re-staining. Most pressing problem are the dark brown panels that are loose and need to be recaulked .

Lighting UUCR sign on Wiehle Avenue

One estimate for around \$5000 dollars. Most of the expense is the labor of digging 275 foot trench from our electrical box to the sign. Also wires must be inside a metal conduit as required by TransCom.

Noel Whittaker suggested that we could rent the equipment and do the expensive labor intensive work ourselves. He has used equipment before.

Re-tile boys and girls bathroom and replace missing tiles

ask board about having all of basement area retiled to cover up tiles with asbestos

note: some of the tiles in boys bathroom are loose. These are loose and must be removed. Need to find out how to dispose of hazardous waste

Lights in entry way -- some are out

action – George Gladly

Replace warped fan blades in sanctuary

action – Noel Whittaker

Replace noisy ballasts in basement

action – Noel Whittaker Noel when can you do this?

Rewire light and fan controls into an electrical box

Around \$500

Figure out electrical circuits

Not sure

Timers for parking lot lights

part of \$500 estimate

Weed and tidy up gardens in front of church

Saturday Nov. 8th

Clean up and inventory shed

Saturday Nov. 8th

Nature trail destroyed by many fallen trees

action – Emily Curry

Completed as of Nov.1, 2003:

1. Replaced burnt out bulbs in sanctuary
2. Repair on H/V in basement

Building and Grounds Budget as of September 2003:

	Budgeted	Spent through Sept 2003	Remaining
Floor/Carpet Maintenance	1000	600	400
Repairs & Upkeep	5500	985.39	4514.61
Other Bldg. Supplies	600	24.90	575.10
Landscaping	500	0	500
Maintenance Reserve Fund	2000	0	2000
TOTAL	9600	1610.29	7989.71

Board Comments:

Add to "To Do" List

1. Take picture of crack in foundation with ruler so we can keep track of the size of crack.
2. Hire a building inspector to get list of maintenance items to anticipate or that may have been overlooked. Have building inspector help us help us establish a maintenance schedule. Also have building inspector look at crack in foundation and get his opinion on whether we need to have a structure engineer look at crack.
3. Need to work on our budget for 2004 fiscal year – need to submit to UUCR Board by January 2004
4. Hire carpenter to build access panel to main water cut off valve, which is currently difficult to reach. Access panel could be built in Girls bathroom?

Sign Lighting:

Bill Thomas has suggested that we might be able to tap into Virginia Power line at Whiele and have that power metered. Action: call Virginia Power for information

Tile in Basement

Board comment: just take care of bathrooms as the basement will be renovated following the completion of the new addition.

Nature Trail

Contact Reston Association for help in clearing and maintaining trail. They are our partners in this project (Bill Thomas comment) Also Carl Gallegos is no longer a member of our church, but that he has dropped off all information on trail and the info is in the office.

Processing Requests for UUCR Checks

Updated 10/30/03

Introduction:

This document outlines the responsibilities and steps associated with drawing and monitoring UUCR checks, and it is based on the following principle:

There must be a bill, invoice, statement or written request for every check drawn. These should be available for comparison with canceled checks on an occasional basis. No checks should be signed without documentation of the expense. It is assumed that monthly expenses are consistent with the categories established in the church budget.

Responsibilities and Steps:

Staff or members of the congregation who want an advance or reimbursement are responsible for preparing and ensuring that their documentation is complete. They are expected to prepare the UUCR voucher (EXHIBIT A), attach the applicable bills or receipts, sign it and obtain approval as outlined in the Documentation Expense Table in this document. Then s/he should submit the signed and approved voucher with documentation to the Bookkeeper.

Staff and Committee Chairs are responsible for ensuring that their personal or committee expenses do not exceed approved budget ceilings and are processed in a timely manner. Committee Chairs are also responsible for seeing that adequate invoices are available for their committees' expenditures, even, for example, for budgeted contributions to organizations like Reston Interfaith and UUAHC. The Bookkeeper will provide them with quarterly Treasurer's reports from Church Windows, which tracks expenses per budgeted account number.

The Bookkeeper is responsible for drawing checks and ensuring that they are charged to the correct budget accounts and recorded correctly in Church Windows. For advances and re-imbursements, vouchers also need to be completed, signed and approved prior to writing checks. The type of required documentation and who approves the expense are outlined by budget Account Number later in this document. The Bookkeeper does not draw a check unless that documentation is complete.

Upon receipt of completed and approved documentation, the Bookkeeper prepares checks, attaches required documentation and submits them to the Treasurer for signature. The Bookkeeper is responsible for ensuring the correct account number(s) on the check stubs and the correlating entries in Church Windows. It is suggested that all checks be entered in Church Windows before submitting them to the Treasurer for signature.

The Treasurer reviews and approves expenses as outlined in the Documentation Expense Table. The Treasurer also reviews documentation for completeness and the checks for reasonableness and alignment with the budgeted amounts and year to date actual expenses. The Treasurer either signs the checks or returns them unsigned to the Bookkeeper for further action, which may involve other parties.

The Bookkeeper distributes signed checks to payees and files the associated documentation for review in the audit process.

Documentation Required per Budget Account Number Expense:

The following table defines what documentation and approvals are needed prior to drawing checks. It also outlines who is responsible for defining and communicating amounts to be paid in the compensation area.

Documentation Expense Table

Account		
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Number	Type of Expense	Documentation
200.100 thru 200.150	Federal and State Taxes	
501.100 thru 501.215	Staff Compensation	<p>Source: Annual Budget and Annual Compensation Sheet given to each employee.</p> <p>Treasurer & Finance Committee Chair review with Bookkeeper initially and whenever the Board or staff member requests a change. No changes in compensation amounts are to be made unless reviewed by the Treasurer or Finance Committee Chair. If benefit invoices, e.g. insurance premiums amounts change, the Bookkeeper is to notify the Treasurer or Finance Committee Chair upon receipt.</p> <p>Supervisor of Office Administrator (OA) is responsible for approving the OA's timesheet and ensuring that time worked and paid is within the annual budget. Timesheet is to be attached to OA's check.</p>
	Prof. Expenses	Voucher submitted by employee & approved by Treasurer
501.220	Child Care	Voucher submitted by employee & approved by DRE
501.250	Salary Reserve	Distribution defined by Personnel Committee, reviewed by Finance Committee & approved by Board. Treasurer & Finance Committee Chair review with Bookkeeper
503.1xx	Utilities	Bookkeeper writes checks and attaches bills
503.2xx	Kitchen	Voucher submitted by person incurring the expense & approved by Kitchen Committee Chair
503.300, 310, 330, 360	Routine Building Services	Bookkeeper writes checks and attaches bills
503.320, 340, 350, 370	Repairs & Upkeep; Other Building Supplies	Building & Grounds Committee negotiates the work. Voucher submitted by person arranging for the work & approved by Building & Grounds Committee Chair
503.400, 410, 420, 430, 450	Equipment Leases & Mtce	Bookkeeper writes checks and attaches bills
503.440	Equipment/Furniture Purchase	Voucher submitted by person procuring the furniture & approved by Treasurer
503.5xx	Office Supplies	Bookkeeper writes checks and attaches receipts
503.600 thru 640	Operating Expenses	Bookkeeper writes checks and attaches receipts
503.670	Church Retreat	Voucher submitted by person incurring the expense & approved by Retreat Committee Chair
504.1xx	RE	Voucher submitted by person incurring the expense & approved by DRE
504.2xx	Music	Voucher submitted by person incurring the expense & approved by Director of Music
505.1xx	Committees	Voucher submitted by person incurring the expense & approved by Committee Chair
505.230	Board	Voucher submitted by person incurring the expense & approved by Board President
505.240	Leadership Council	Voucher submitted by person incurring the

		expense & approved by Board Vice President
506.1xx	Dues to UUA, etc.	Based on documentation sent to UUA, etc.
506.210	External Membership	Voucher submitted & approved by Treasurer
506.220	Minster's Discretionary Fund	Voucher submitted by Minister & approved by Treasurer
506.8xx	Mortgages	Voucher submitted by Building Committee Chair & approved by Treasurer