

## **Minutes of UUCR Board Meeting – January 6, 2004**

In attendance: B. Eisnaugle, S. Randolph, K. Curnow, W. Bernard, B. Trachtman, M. Howley, D. Daniel, A. Eskildsen

Others: E. Eby, B. Thomas, T. Mitchell

Report from Canvass Committee – Ester Eby reported on the status of this year's operating canvass. Over 24 members have volunteered to be canvassers and a feedback committee has been established. The advance campaign will begin in February, with the general campaign being conducted in March and completed in early April. The advance campaign event will be held on February 29 and the general canvass event on March 13. A theme has yet to be decided. New members will also be canvassed for the capital campaign.

Report from the Building Committee – Bill Thomas reviewed the five components of the increase in the estimated costs of the new building provided by the architect, many of which cannot be avoided. An article covering these new projections will appear in the next newsletter to the congregation. Bill also provided long-term budget projections for the church incorporating the higher building costs, using the base case view and interest rate calculations at 8% and 6%.

There was a general discussion on various options to deal with the increased costs – identify areas of the project that could be reduced further, the possibility for lower construction estimates once the project has been put out for bid, and a number of alternative financing options. The Board asked Bill to check with the architect to determine whether it would be worthwhile to perform another review of the plans to determine if other cost savings could be identified.

Bill also stated that the final traffic situation is still unknown – we will be required to install two new streetlights along Wiehle Ave. (which is already included in the cost estimates) but it is not yet known if other requirements will be imposed. Bill will be meeting with VDOT soon. The Committee will update the congregation at the annual meeting in February. Despite these setbacks, it still may be possible to break ground in June.

### \$4000 Budget Line Item for Staff Salaries

Bill Eisnaugle and Karen Curnow met with the Personnel Committee to get an understanding of the \$4000 line item in the budget. The Personnel Committee clarified that the \$4000 is to be used for contingencies, such as the need for part time help for the church administrator, overtime, etc. Dennis and Allison indicated that they were told the purpose of the \$4000 was for merit increases for staff members. Scott asked whether there was any projection of need for part time or overtime help. Bill will contact Karen Coale, who was on the personnel committee when the line item was established and will report back to the Board.

### Minister's Committee on Ministry and Committee on Religious Education Ministry

John Welch was nominated for the Minister's Committee, Karen Curnow so moved, Beck Tractman seconded the motion, the motion was unanimously approved. Additional members are being considered for both committees; Becky, Bill and Ross have agreed to call potential nominees.

### Board Retreat

General discussion regarding scheduling of the retreat – significant church events are scheduled for each weekend in June, may need to reconsider scheduling the retreat in May, including Mother's Day weekend. Karen Curnow is reviewing a number of locations and will poll the Board & staff on whether May is feasible.

### Mission/Vision Process

Mark Howley and Karen Curnow reported that they were struggling to recruit facilitators, and if there are enough volunteers, training sessions will be held on Sunday, January 11. There were suggestions as to how to engage the congregation in the process during the services on January 11.

### Minister's and DRE's Report

Reports from the DRE and Ministers were distributed prior to the meeting.

Alison reported on the progress of obtaining new playground equipment. To date we have raised (or have pledges of) over \$3300, there will be additional announcements in the next Sunday order of service, and we are hoping to raise a total of \$5000. Alison asked that the Finance Committee be directed to help work out a financing plan for the remainder. Bill asked Terry Mitchell to assist RE in this effort.

### Social Action Committee

Debbie and Dennis McCormick have agreed to chair the Social Action Committee. Becky Trachtman made a motion to approve the nomination, Karen Curnow seconded the motion, motion approved unanimously.

### Annual Meeting

The annual meeting is scheduled for February 29, 2004. General discussion on what should be on the agenda – nominations, building update, etc. Bill will develop and send out a draft agenda. Scott agreed to contact the committees to submit their annual report.

### Other Business

Bill reminded board members to submit their input on staff evaluations.

Becky discussed the idea of reviving the development of a church cookbook with proceeds to go to addressing kitchen needs.

Meeting adjourned – next meeting is Monday, February 2, 2004.

Scott Randolph  
(for Ross Miller)