



REVISION HISTORY

New document adopted 04/10/13. This policy was developed from a stakeholder meeting on storage (facilitated by Rev. Jennifer Brooks March 20, 2013). Participants were Connie Schofer (Fundraising, Auction); Rollie Rahn (Food Ministry, Membership); Mike Muccioli (Food Ministry, Rentals, Home Front, Kitchen Operations Team); Philo Elmer (Grounds, Earth Ministry); Jane Shafer (Archives); MJ Hansen (Worship Associates); Robin Pugh (Director of Lifespan Religious Education); Jayme Trott (Auction, Committee on Ministry); Andrew Kidd (Building); Bernie Ruekgauer (Food Ministry, Home Front, Memorial Garden).

BACKGROUND/PURPOSE

Storage space is limited at UUCWC. There has not been a system for allocating storage space to groups that need it. For the most part, storage space has been claimed either by negotiation with those who have a prior claim, or claimed by occupation. Some areas have been used for storage in violation of the fire code. Other areas combine inappropriate functions (office and closet). There is also an unmet but ongoing need for flexible storage options (space needed only once a year, as for the auction) and occasionally storage for the use of a short- or long-term renter.

The overall goals of this policy are (1) to support the mission of our church through wise allocation of storage space, and (2) to support one another in respectful decision-making within our covenantal community. This policy establishes responsibility, authority, and accountability for, first, *mapping* legal storage space, space that could be made legal for storage, and current occupation of storage space; and, second, *creating a decision-making system* for storage allocation in a way that is fair, serves the church's mission, and honors our covenant by the use of a trust-building, transparent process.

POLICY

1. A **Storage Mapping Team** (to be appointed by the Facilities Management Team and accountable to the Minister) is assigned responsibility and authority to:
 - (a) Create a map of current storage space use, identifying legal and illegal storage;
 - (b) Determine whether any illegal areas could be made available for legal use;
 - (c) Determine whether space could be allocated more effectively (after consulting with storage users);
 - (d) Determine the practicality of additional outdoor storage for non-Grounds use; and
 - (e) Make recommendations accordingly.
2. A **Storage Allocation Team** ("SAT") (to be appointed by the Minister with the advice and consent of the Council, and accountable to the Minister) is assigned responsibility and authority to:



- (a) Confirm or adjust current storage space use, taking into account recommendations of the Storage Mapping Task Force and consulting with users who would be affected by proposed storage allocation;
 - (b) Create (with the advice and consent of the Council and the Minister) a written Procedure that establishes a process by which individuals and groups may request storage space or changes in previously-assigned space;
 - (c) In accordance with the Procedure, make ongoing storage allocation decisions;
 - (d) Decide whether to acquire additional outdoor storage space for non-Grounds use;
 - (e) Create a plan for flexible acquisition of temporary storage space to meet the needs of activities like the Auction or renters, including the temporary transfer (if appropriate) of items stored in the building to the temporary storage, making budgetary and other requests as needed;
 - (f) If the Facilities Management Team has not already taken steps to convert illegal storage areas to legal storage areas based on recommendations of the Storage Mapping Task Force, make budgetary and other requests necessary to enable conversion of the illegal areas;
 - (g) In consultation with the Office Administrator (who under the Gift Acceptance Policy has authority to accept, reject, and dispose of in-kind donations of modest value) and the Sexton, create a method for determining the disposition of items that appear in storage space but are not claimed by the person or group to whom the space is assigned; and
 - (h) Meet quarterly (or more often if necessary) to make storage allocation decisions, reporting any changes in the assignment of storage space to the Facilities Management Team, Office Administrator, and Sexton.
3. If, under this policy, authority is subject to advice and consent of Council, “consent” may be by consensus. If consensus does not emerge by the normal time for ending the Council meeting, then “consent” is majority vote of Committee Chairs and Ministry Team Leaders present at the meeting.
 4. The Minister is accountable to the Board for implementation of this policy.

GUIDELINES

1. An “office” should not be combined with storage space. For example, if the sanctuary storage area is the only place available for the office of the Director of Music Ministry, there should be a partition with a locking door to keep her office area private. (Note there may be mildew odor issues in partitioned area, so it may not be suitable for an office or for some kinds of storage.) Consider moving the Director’s office and using the sanctuary storage area just for storage. Make



recommendations to the Board if necessary concerning funding or capital improvements.

2. Consider renting a pod for a month to serve annual Auction needs (could use it for Auction items or could temporarily shift other items to the pod).
3. Consider moving items that are seldom used and can be stored outdoors to a new shed acquired for non-Grounds storage; allocate the existing shed solely for use by Grounds.
4. Clarify a management process for “stuff” that shows up in a group’s space once storage assignments have been made.
5. In any capital improvement plan, UUCWC should expand both office and storage space, allowing room for addition of staff as well as office space for current staff.