

Unitarian Universalist Church at Washington Crossing Board of Trustees

268 Washington Crossing-Pennington Road
Titusville, NJ 08560

Meeting Minutes

Wednesday, June 8, 2016



**Join the Journey.
Open to You.**

Mike Hanson, vice president, called the Board of Trustees meeting to order at 7:02 pm. Also in attendance: Board members Andrew Conrad, Mike Dalzell, Ed Dobrowolski, Lynne Quinto, and Pam Shadzik (tonight's timekeeper); Trustees-elect Heather Edwards, Frank Holstein, and Peter Rafle; Rev. Kim Wildszewski (tonight's process observer); DLRE Robin Pugh; Finance Committee Chair Joe Schenk, Building Committee Chair Andrew Kidd, and Office Administrator Susan Irgang.

Minister's moments

Rev. Kim advised the board that Board President Kathy Frey will be unable to lead the board for an indefinite period of time because of health issues. Kathy's intention is to return to her role if and when her health permits her to do so. With the current vice president leaving the board on June 30, the board will not have an acting president at the start of the church year, July 1. The board agreed it must create a process to address the leadership vacuum, as our bylaws do not specify a process for a situation like this.

Pam Shadzik volunteered to serve as vice president and, in accordance with the bylaws, as acting president for a limited period of time in Kathy's absence. The board's leadership status will be reassessed at the end of this time or until Kathy is able to communicate her intentions for the remainder of her term. To ensure continuity of leadership new board will formally elect a vice president by e-mail on July 1, prior to its next board meeting.

Capital campaign planning

Andrew Conrad will represent the board at a meeting with Rev. Kim, Joe Schenk, and Andy Hamlin on June 21. Hamlin is a consultant who advised UU Congregation of Princeton in its recent capital campaign.

Andrew Kidd distributed a spreadsheet detailing capital expenditure projections. The sheet lists estimates for major building-related expenditures and the years in which they can be expected. These expenses are paid from the building capital fund, aka the "building reserve," not the operating budget.

Building capital expense planning

Andrew Kidd outlined a rationale for immediate renovation of the church restrooms. From a practical standpoint, issues that make mechanical maintenance of the restrooms difficult and expensive can be resolved only through a complete renovation. From a standpoint of taking pride in our facilities, the state of the restrooms is a consistent source of congregational discontent.

A full renovation would cost about \$25,000. Andrew asked the board to buy toilets from the balance of the building maintenance line in the operating budget; any overage would come from surplus funds in the current (2015-16) operating budget. Andrew also asked that the board authorize use of funds from the building capital reserve to renovate the restrooms during the 2016-17 budget year. The building reserve, which is separate from the operating budget, currently holds approximately \$45,000, not including the \$20,000 allocated to the building capital reserve in the 2016-17 operating budget.

Andrew Conrad moved that the Facilities Management Team develop and carry out a plan to renovate the bathrooms during church year 2016-17. The board authorizes up to \$25,000 in funding from the building capital reserve for this project. Pam seconded. The motion passed unanimously.

Facilities management plan

At its February retreat, the board asked Office Administrator Susan Irgang to develop a facilities management plan and report on progress to the board by June. At tonight's meeting, Susan presented details on the development of a master facilities plan.

The plan consists of four major sections — projects that are in various stages of development:

1. **A list of building maintenance needs and financial requirements**, consisting of the information in the aforementioned spreadsheet Andrew Kidd distributed to the board. *Status: Mostly complete; the Technology Team will add its needs*
2. **Service and inspection policies and procedures**, listing what work is done by which vendors and at what cost. *Status: Created by the Building Committee; to be expanded by Grounds and Technology*
3. **Instruction manuals for church equipment**. *Status: This information exists and needs to be consolidated*
4. **An inventory list of existing assets**, placed into a sortable database. *Status: We have listed furniture and some pieces of technology, but more assets need to be added to the list*

When completed, the master facilities plan will be placed on Google drive that church leaders can access.

Parking expansion

Susan Irgang reported that the next step toward finalizing our parking expansion plan is to receive approval from the Delaware & Raritan Canal Commission. Susan and Farzad Shadzik will meet with the commission this month to determine what it will require of us to grant approval for the plan. The Hopewell Township Planning Board approved the plan in 2015.

Annual Meeting review

The board discussed congregational reaction to its motion at the Annual Meeting regarding the use of auction revenue that exceeds budget targets. At that meeting, the board moved that auction income exceeding the amount shown in the 2016–17 budget be used to support charitable causes in the external community, as an extension of its mission. There was discussion of various uses of unbudgeted auction revenue. It soon became clear that the issue would not be resolved at the meeting, and given the absence of urgency for a decision, there was a nearly unanimous vote to table the motion.

The board recognizes that the absence of advance notice to the congregation of its intent, however well-intentioned that intent may be, contributed to the need to postpone the question. Our discussion about process and congregational input will continue at our July board meeting.

Housekeeping

- Mike Dalzell will write the July *CrossCurrents* article recapping the Annual Meeting. Lynne will ask Andrew Kidd to write the August article detailing plans for bathroom renovations.
- Our summer board retreat will take place Aug. 12–13. More details will be forthcoming.

Adjournment and next meeting

There being no further business, the board adjourned at 9:25 pm.

Respectfully submitted,



Mike Dalzell, Secretary, Board of Trustees