

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Approved Board Minutes

July 20, 2016

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VI. ADJOURNMENT 9:16 PM	6

Board members attending: Von Welch, Connie Nelson-Laird, Arzetta Hulst-Losensky, Deb Hutton, Pat Brantlinger, Doug Cauble, Helmut Henschel

Ministers attending: Reverend Doug Wadkins and Reverend Emily Laite

Submitted by: Deb Hutton, Secretary

Documents attached:

1. Wadkins Interim Appraisal Final
2. 2016-17 Budget
3. Capital Plan 2016-17

I. Call to Order 7:00 pm

Call to order by Von Welch, President, at 7:00 pm

Changes to the agenda: Pat took initial minutes and MEWG Update was postponed until later in meeting when Deb arrived.

II. Chalice Lighting and Reading

Chalice lighting and reading by Pat.

We light this Chalice, Lamp of our Heritage, For the Light of Truth, The Warmth of Community, The Fire of Commitment, And the Spark of the Sacred, That calls on each of us to care for the Earth.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Motion by Von: To approve the June 2016 Board of Directors Meeting minutes.

Seconded by: Arzetta.

Vote: Approved unanimously.

B. Interim Minister's Report (Reverend Doug Wadkins)

See attached Wadkins Interim Appraisal Final report.

Reverend Wadkins gave his final Interim Minister's Report. With Reverend Macklin on leave, he has been in charge in July, helping prepare Reverend Scott McNeill for his new position as Associate Minister. Reverend Wadkins said that the proposed "Vision for the 2016-17 Board Year" is a good one and expects us to move out of our transition mode toward that Vision statement. He mentioned that some Boards get caught up with non-policy matters, spending too much time, for example, on finance. As a Board, we do a good job with stewardship and other matters, but should not get stuck on minutiae. He hopes that in the future we will follow something akin to the discussed Vision statement and Dan Hotchkiss' guidance on policy governance.

C. Old Business

1. Stewardship Campaign Update (Arzetta Hults-Losensky)

Arzetta reported. Pledges so far amount to \$536,941, so we are only \$10,000 short of our goal of \$547,000. If we count committed pledges including those from

previous years and new ones, we have achieved our goal. We generally receive 97-98% of pledged amounts. We need to maintain good communications with the Stewardship Committee, as well as continue our aim of giving staff members appropriate raises.

2. Budget Update (Arzetta Hulst-Losensky)

See attached 2016-17 Budget.

The new bookkeeper, Jessica Bailey, is doing a good job and freeing up Carol Marks' time for other tasks.

3. Healthy Communications Committee Update (Pat Brantlinger)

Pat distributed the latest draft. All board members should provide any feedback and suggestions to Pat and at the August board meeting we will consider next steps in order to disseminate it to the congregation by the December congregational meeting.

D. New Business

1. Congratulations to Doug Cauble, Reelected as MidAmerica Region VP (Von Welch)

The Board congratulated Doug on his reelection and welcome his continued input from the regional level of the UUA.

2. FYI: Ministerial Letters of Agreement with UUCB Ministers (Von Welch)

A one-month extension Letter of Agreement has been signed with Reverend Wadkins to cover the month of July. The 12-month Letter of Agreement with Reverend Macklin has been updated and signed. A new 12-month Letter of Agreement with Reverend McNeill has been signed for August 1, 2016-July 30, 2017; his next Letter of Agreement will be shifted to start on July 1, 2017 to match the UUCB fiscal calendar.

3. Approve Congregational Meeting Minutes (All)

Motion by Pat: To approve the June 2016 Congregational Meeting minutes.

Seconded by: Helmut.

Vote: Approved unanimously.

4. Reschedule August Board Meeting (All)

The August Board meeting has been rescheduled from August 17 to August 10. Deb will be out of town and Pat kindly volunteered to be Secretary for the meeting.

5. Appoint Liaison to Special Purposes Fund (SPF) (All)

Motion by Doug: To approve Helmut as the Board Liaison to the SPF.

Seconded by: Pat.

Vote: Approved unanimously.

Von noted that the UUCB SPF now has two (2) divested funds (stocks, bonds) to which members can direct their donations.

6. Appoint Liaison to Leadership Cultivation Committee (LCC) (All)

Motion by Deb: To approve Von as the Board Liaison to the LCC.

Seconded by: Doug.

Vote: Approved unanimously.

7. Appoint Finance Committee (All)

Arzetta is still seeking a complete slate for the finance committee, particularly because this is her last year as Treasurer and her replacement should be considered. Given the Finance Committee has no urgent business, she requested deferring appointing the Finance Committee.

8. Resolution: Add Chris Haynes to Hillard Lyons Account (Arzetta Hults-Losensky)

Motion by Von: To change signer Kathleen Sideli to Von Welch, add Chris Haynes as a signer to the Hillard Lyons account, and have Deb Hutton, as Board Secretary, sign this Resolution to authorize it.

Seconded by: Arzetta.

Vote: Approved unanimously.

Deb signed the Resolution.

9. Minister Emeritus Working Group (MEWG) Update (Deb Hutton)

Deb provided a quarterly update on MEWG meetings with Emeritus Minister Reverend Bill Breeden. With the end of service to UUCB by Interim Minister Reverend Doug Wadkins on July 31st and the beginning of new Associate Minister Reverend Scott McNeill's fulltime service on August 1st, there will need to be a new covenant among all UUCB ministers, including Reverend Breeden.

10. 2016-2017 Board Goals (Von Welch, All)

Von proposed a new set of Board goals as the UUCB moves passed the ministerial transition. Reverend Wadkins encouraged the Board to set and follow new goals, to focus now on policy rather than minutiae. Von recommended reading the new Hotchkiss book, especially the new chapters. The Board will focus on 3-4 issues, identify task forces to address the issues, and identify some questions to explore through the year. Von's goal over his 2-year presidency is to leave the Board with a good policy governance structure.

11. Fall Board Retreat / MidAmerica Startup Workshop (All)

The Board discussed retreats – the MidAmerica Region is offering us a “Startup Workshop” this Fall to begin the ministry of Reverend McNeill. We could add UUCB Board issues work to that one and/or have another partial retreat later in the year.

12. Monitoring and Capital Plan (Arzetta Hults-Losensky)

See attached Capital Plan 2016-17.

In the absence of Reverend Macklin, the Board postponed discussing our “management-team” relationship with her. Arzetta then reviewed items on the Five-Year Capital Plan, including those priorities which have been completed. Arzetta also recommended re-scheduling the fiscal monitoring to November to better match the UUCB fiscal year.

V. Executive Session

The Board met in executive session at 8:45pm.

VI. Adjournment 9:16 pm

Motion by Arzetta: To adjourn.

Seconded by: Pat.

Vote: Approved unanimously.

The meeting adjourned at 9:16pm.

Next meeting: Wednesday, August 10, 2016.

**UUA Transitions Office
Interim Ministry Appraisal**

Interim appraisals should be completed separately by congregation and interim minister with results shared. Appraisals are due after 6 months, after 12 months, and at the end of the second year of interim ministry. In the case of a three-year interim, a final appraisal should be conducted at the end of the ministry. Please email completed form as an email attachment to transitions@uua.org.

All fields are required. Input fields will expand as you type. If you have a problem using this form, please contact transitions@uua.org.

1. Congregation Name (please enter full name) The Unitarian Universalist Church of
Bloomington, IN
2. Congregation City and State/Province Bloomington, IN
3. Name of Interim Minister Douglas Wadkins
4. Date Interim Ministry Began July 2014
5. Name of Person Completing Appraisal Douglas Wadkins
6. Email of Person Completing Appraisal revyinandyang@gmail.com
7. Role of Person Completing Appraisal
8. When was this appraisal conducted?
after 6 months
after 12 months
at end of second year
at end of third year
9. Date of Appraisal July 15, 2016
10. How did the leadership and congregation prepare itself for interim ministry?

The congregation and the leaders were well-prepared for interim ministry having engaged both Barbara Child and Lisa Presley in exploring the key concepts of the interim period. Also, many of the lay leaders and staff had read “In the Interim”.

11. Had previous interim ministries affected how interim ministry is viewed? If so, please describe.

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Interim Ministry Appraisal**

There had been a significant interim since their last interim minister. Generally the expectations were positive, and their attitudes open. They seemed ready to discover what the intentional transitional time would reveal.

12. What goals were initially specified in the interim ministry application? How have they been addressed and/or modified?

1) Completing migration to a large church - Our church has hovered at the 500 member mark for the last two years. We are learning how to operate and think of ourselves as a larger church, leveraging the benefits of being a larger congregation and magnifying our impact while giving people the personal experience they come for.

This continued to be an important motif in our work together. We explored almost every component of church life in the two years relating to a growing congregation.

2) Foster the ongoing evolution of the Executive Minister role - In 2008 we moved into a policy governance model of leadership with one of existing ministers, Mary Ann Macklin, becoming our Executive Minister. We continue to examine this system to make most effective for our congregation.

Perhaps even more than expected this focus has been crucial the interim ministry. We have carefully examined the understanding of Rev. Macklin's role as minister here. From changing to the name to Senior Minister, to exploring what types of ministry would sustain her work, to translating that understanding into the cooperative role of associate minister and further staffing, we have done what we can to seek greater clarity for how to make the ministry effective and sustainable. It has been deeply satisfying and rewarding work.

3) Better sense of our identity in the community (branding) - In Southern Indiana, we are known as a church strong in social justice. Beyond social justice, we do not have a clear image and need to define ourselves and define a coherent image.

Several of the sermons and work with the congregation included discernment about a sense of definition and purpose. It is certainly true that when I did the interviews with community religious and justice leaders, the congregation came up in association with justice work.

4) Sense of Membership/Ownership - We need to work on giving congregants a sense of "membership" or "ownership" in the congregation - encouraging them to move from spectators to owners. **In the work with staff, the board, and the congregation at large we explored the themes how a congregation the size of**

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UUCB embodies “ownership.” The linkage exploration and how to keep the staff and board engaged in conversation was an important component of addressing this.

At its core, I think some of the proactive ministry that came out of the RE controversy helped us address the issue of how to engage the larger congregation in “ownership” for a congregation this size. Issues such as how to engage the linkage issue of establishing effective avenues for the congregation to offer feedback to the leadership,

13. Please assess the congregation’s work toward engaging and acknowledging its grief and conflicts.

I believe that the congregation worked through their grief quite well. My initial interviews made it clear that there was considerable sadness and anxiety over life for the congregation after the ministry of Bill Breeden. I am certain that there are still strong feelings of deep respect and affection for Bill and his ministry, but the congregation truly moved towards a spirit of openness towards the future possibilities for ministry.

14. Please assess the congregation’s work toward recognizing its unique identity and its strengths.

This congregation has a good sense of its identity, it has long had a particular sense of pride towards its willingness to think outside of the box and to engage shared ministry with depth and intensity. They were very able to do some significant exploration of the nuances of what the current state of the larger community is asking of them and their emerging sense of identity in relationship to the still-changing ministry team.

15. Please assess the congregation’s work toward recognizing its needs and challenges.

The congregation faces some meaningful challenges for the future. It certainly seems up for the challenge. It will be important for the congregation to adapt to a new ministry team and the unique gifts that it will offer. It will need to continue to modify its understanding of partnerships as the community of Bloomington and the university to continue to change. They have had relatively strong and stable finances, but will need to continue to address the systems that care for this resource and to grow in addressing the changes that all congregations face in funding their ministries.

16. Please assess the congregation’s work toward understanding the appropriate role of the minister(s), church staff, and lay leaders.

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Interim Ministry Appraisal**

The lay leaders of the congregation generally have a fairly healthy understanding of the relationship with staff and clergy. Much of the interim time, particularly in year two, has been working with the staff and with the senior minister to understand what sorts of shared ministry would best foster continued health and sustainability as a congregation. With several long-term staff being core members of the staff team, it was an important time to explore with them what the future would be for them in their staff positions, and what sort of new staffing configurations would serve the congregation well. A good place of growth for the congregation in the future is continue to discover how best to share the larger ministry of the church successfully and joyfully.

17. Please assess the congregation's work toward successfully navigating leadership shifts that often accompany times of transition.

There was much good work to be done in helping the lay leadership think through needed changes and shifts to prepare for the future. We worked quite a bit with helping explore how to maintain the health of the robust social justice task force structure. I worked with the Social Justice Coordinator to think about a structure for future leadership and how to assist the individual task forces. There also was good work around reimagining and revitalizing stewardship as a core ministry of the congregation. Also, we worked with the Leadership Cultivation Committee in thinking about a healthy set of practices and focus for the future both in populating the board and in continuing to identify, energize and foster lay leadership throughout the congregation

18. Please assess the congregation's use of appropriate external resources, e.g. the UUA, Regional or District Resources, etc.

Bloomington continues to have an extremely active connection with the region and the UUA. It works to keep up with what is available from these resources, and frequently utilizes these resources well. We utilized regional resources in helping the congregation explore the issues underneath tensions around Life Long Learning, and this resulted in some very proactive work on a philosophy of religious education, and initial thinking about what sort of structures of support committees would best help the program in the future. We also utilized UUA resources in helping do two full sessions of Beloved Conversations.

19. Please assess the congregation's ongoing work about being engaged in the wider world e.g. service to others, social justice, anti-oppression.

This has been a very full year of engagement for the congregation with participation in various community-wide and interfaith experiences honoring

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Interim Ministry Appraisal**

important justice work. This included an interfaith service for the homeless in the community who had died, participation in various vigils, an interfaith thanksgiving service, and an Interfaith Yom HaShoah service. The congregation has continued to have a very active social justice ministry and the newest task force focused on racial justice has been doing good work in the community around this important issue.

20. Is the interim minister capably ministering as preacher, pastor, and teacher? Have there been difficulties or have constraints been put upon the minister's ability to do so?

I feel quite good about the shared work we have done in the last two years. I have not felt any constraint, quite the opposite I have felt widespread support and respect for my ministry.

21. Has the interim minister been attentive to self-care and to a spiritual practice of choice?

I have. I have continued my spiritual practices, my exercise and healthy eating and seeking to foster a life outside of the congregation. It is a very busy and dynamic congregation, so it will need continued diligence in its shared ministry to keep the ministry healthy and sustainable.

22. Is the interim minister courageously raising the needful issues in the congregation?

This work has included preaching on the role of the congregation in the future, exploring with the board and other leadership the implications of changes in culture that impact the ministry of the congregation, and working with the staff and ministers to imagine how to best serve those needs in the future. It also involves speaking with clarity and compassion to individual congregants about their participation in beloved community and making helpful choices in that regard.

23. Is the interim minister gaining the cooperation of the church leadership in addressing those issues?

Given the variety of issues we have faced in the past two years, from sources both internal and external I couldn't have asked for better support.

24. What would you like to see addressed during the remaining interim period or in the future? Are there any adjustments that need to be made to the initial goals or anything else?

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Interim Ministry Appraisal**

I believe the key concepts are the continuing exploration their concept of shared ministry in light of the new era of ministry before them, with a newly evolving world. How can the congregation better serve Bloomington and Indiana. How can it continue to be a place of profound spiritual and moral grounding for the university, especially as higher education continue to change. Are there better ways to help the often divided community of Bloomington feel more deeply united?

25. Any additional thoughts or observations?

While I realize much of this seems very positive it also seems honest to my perspective as I prepare to end my ministry here, this affirming approach is based on my experience that in the larger perspective of what I've experienced in Bloomington, this has a substantially healthy perspective as its foundation. It is passionate about its ministry, it has talented and dedicated staff and lay-leadership. It is has a healthy sense of self. We have certainly had moments of difficulty, which is to be expected. Ultimately, these moments lead to greater health. Because it is a dynamic congregation, it is also a demanding one. Its leaders, clergy, staff and lay, all work very hard and well. It requires careful attention to fostering effective self-care and how to sustain excellence in ministry over the long haul. It is a wonderful, fulfilling and, yes, sometimes exhausting place to minister! I am so honored and grateful for the time and the sharing of these two years.

26. Has this appraisal been shared with the minister if being completed by the board or with the board if being completed by the minister?

Yes.

27. If appraisal has not been shared, please explain.

Unitarian Universalist Church of Bloomington Indi		Board approved 06-15-2016
Fiscal Year 2016-2017 Budget		
		Notes
Income		
Committed Pledges & Grants	544,000	
New Pledges and Grants	3,000	
Bazaar	10,000	
Facilities Use Fees	6,100	
Interest	50	
Investment Income	2,500	
Kroger-Marsh Fundraiser	7,000	
Miscellaneous	7,000	
Prior Year(s) Operating Extra	12,000	
Prior Year Pledges	10,000	
Sunday Plate	24,000	
Talent Auction	11,000	
Total Income	636,650	
Expense		
Campus Ministry and Outreach		
Campus Ministry Coordinator	2,000	
Campus Ministry Coord Taxes	153	
Outreach	800	
Total Campus Ministry & Outreach	2,953	
Childcare		
Childcare Wages	11,650	\$10/hour
Childcare Taxes	891	
Total Childcare	12,541	
Committees & Programs		
Adult RE	50	
Aesthetics	100	
Board	400	
Caring	250	
Celebrations	1,000	Ramadan, Thanksgiving, Splash of the Sacred
Chalice Circles	1,000	
Communications	25	
Earth Kin	25	
Elder Focus	0	Elder Focus combined with Caring Cmte

Hospitality	2,200	for tea & coffee supplies
Leadership Cultivation	1,500	
Library	50	
Membership	100	
Planned Giving	200	
Total Social Justice	1,964	
Monroe Co United Min Contrib	200	
Social Justice Funds Contribution	800	
Social Justice Other	500	
UUSC Contribution	464	\$1 per member
Stewardship	1,500	
Total Committees	10,364	
Denominational		
Annual Dues MidAmerica Region	8,804	464 members X \$25 (2015-16 468 memb X 24)
		11,600 less 2796 extra paid in Apr 2016
Annual Program Fund UUA	27,840	464 members x \$60 (2015-16 468 members x 60)
MidAmerica Annual Mtg Delegates	1,630	
UUA Conference Support	3,000	
Total Denominational	41,274	
Ministry-Associate Minister		
Housing	22,000	
Salary	36,667	Aug 2016 - June 2017
Section 125 Plan		
Dental, Life, LTD 2016 Aug-Dec	1,177	
Dental, Life, LTD 2017 Jan-Jun	1,553	
Healthcare insurance 2016 Aug-Dec	2,950	
Healthcare insurance 2017 Jan-Jun	3,894	
Prof Expenses	6,000	
Retirement	5,867	
Total Compensation - AM	80,108	
Ministry-Interim Minister		
Housing - July 2016	1,500	
Salary - July 2016	4,063	
Dental, Life, LTD - July 2016	213	
Healthcare insurance July 2016	696	
Prof Expenses - July 2016	500	
Retirement - July 2016	556	

July 2016 Compensation-IM		7,528	
Ministry-Senior Minister			
Housing		15,000	
Salary		68,318	
Section 125 Plan			
Life, LTD 2016 Jul-Dec		737	
Dental, Life, LTD 2017 Jan-Jun		1,549	
Healthcare insurance 2016 Jul-Dec		4,988	
Healthcare insurance 2017 Jan-Jun		5,487	
Prof Expenses		8,000	
Retirement		8,332	
Total Compensation - Senior Ministe		112,411	
Other Ministry			
Sabbatical Fund Reserve*		1,500	
Search Fund Reserve		0	Temporarily reduced
Other Ministry		1,500	
Pulpit Guests		2,000	
UU Staff Health Ins Resrv		500	
Total Other Ministry		5,500	
Music			
Children's Choir Director		2,000	
Music Director		23,000	
Music Director Section 125			
Music Honorarium		1,000	
Pianist		8,910	\$55 per visit 162 visits
Piano Maintenance		300	
Program/Special Events/Substitutes		3,750	
Taxes - Payroll		2,594	
Total Music		41,554	
Office			
Admin LTD 2016 Jul-Dec		197	
Admin LTD 2017 Jan-Jun		216	
Admin Health Ins. 2016 Jul-Dec		2,209	
Admin Health Ins. 2017 Jan-Jun		2,429	
Administrator Prof Expenses		2,000	
Administrator Retirement Plan		3,930	
Administrator Salary		39,300	
Administrator Section 125 Plan			

Administrator Taxes Payroll		3,006	
Total Compensation - Administrator		53,287	
Office (cont)			
Auditor Reserve*		500	to T Account to fund external audit
Book keeper		5,940	\$18/hr X 330 hrs/yr (hired Mar 2016)
Connections Coordinator		16,000	12 months 1020 hrs/yr
Conections Coord ProfExp		400	
Connections Coord retirement		0	Eligible after 1 year
CPA (Sec125 Plan Updates)		0	
Database Maintenance		1,600	
Investment Losses		50	
Legal Fees Reserve*		800	
Multimedia Specialsit		5,120	320 hrs x \$17/hr
Office Assistant		13,325	\$10.25 & \$10.75/hr for 2 people 1,300hrs/yr
Office Expenses		22,500	
Other Payroll Taxes		3,128	
Staff Development		800	
Worship Expenses		700	
Total Office		124,150	
Physical Plant			
Building Maintenance		15,000	
Long Term Maintenance Reserve*		4,000	
Equipment Reserve*		8,000	
Custodial Carpet Cleaning		2,500	
Custodial Salary		18,659	22 hrs/wk (2015-16 22 hrs/wk)
Custodial Sec 125 Plan			
Custodial Retirement		1,866	
Custodial Substitute Salary		1,000	
Custodial Payroll Tax		1,504	
Grounds		1,000	
Snow Removal		2,000	
Housekeeping Supplies		2,800	
Insurance		7,100	
Sound Equipment Reserve*		1,000	
Utilities		15,000	
Mortgage		36,000	3,000/mo X 12 months
Total Physical Plant		117,429	
Religious Education			

DRE Salary	22,108	
DRE Payroll Taxes	1,691	
DRE Professional Expenses	1,000	
DRE Retirement Plan	2,211	
DRE Sec 125		
Total Compensation - DRE	27,010	
Mre Housing	16,000	
MRE Salary	12,165	
MRE LTD 2016 Jul-Dec	150	
MRE LTD 2017 Jan-Jun	165	
MRE Professional Exp	1,600	
MRE Retirement	2,817	
Total Compensation - MRE	32,897	
RE Assistants	13,182	\$10/hr x 312hrs & \$10.75/hr x 936hours
Payroll Taxes - Assistants	1,008	
YRE Program	8,000	YRE, YRUU, and YUUMS/OWL combined
Total Religious Educ.	82,097	
Total Expense	637,909	

UUCB FIVE-YEAR CAPITAL PLAN

Priorities for 2016-2017

1. Soundproof the second minister's office in accordance with UUA guidelines. The new Associate Minister will be in room 207b. The wall between 207a and 207b was soundproofed. The east wall in 207b is next to a closet and did not need to be sound proofed. Completed June 2016. Cost: approximately \$2,000.
2. The Senior Minister's office is bordered by the archive closet and an external wall. A small water fountain has been placed on a table near the door to mask conversations. No cost.
3. Heavy velour curtains will be added to the door windows of the Senior and Associate Ministers' offices for privacy and to mask conversations. Cost: about \$1,500. Expected completion is August 2016. Diane Port is making the curtains.
4. A new HVAC system and an electrical panel in the first floor RE wing was completed in late June 2016. Harrell Fish Inc. (HFI) and Woods Electrical Contractors completed the work. Cost: approximately \$20,600.
5. Exterior lights: Replace Portico lights with LED "Dark Sky" fixtures. Add 2 recessed lights above main double doors. Replace globe lights in the courtyard with LED "Dark Sky" fixtures. The lights at the Portico and courtyard should go on at dusk, dim after midnight, and come on after that when motion is sensed. One "Dark Sky" light has been purchased. We will test this one before purchasing additional lights.

Additional Items on Maintenance Plan 2016 – 2020

1. The sky lights leak. Water is pooling under the metal roof. We will continue to monitor this. We will explore possible fixes to the roof (hopefully it is under warranty). The inside ceiling needs to be painted where water has leaked in.
2. Need new weather stripping on main double doors (outside sanctuary). Water leaks in during hard rains. Also need glass seal.
3. We may need to replace the north office door. It is a single glass pane. Also, sometimes it does not latch closed/locked properly. A lock smith worked on the door in late June. It closed and latched after that; however, the problem has reoccurred.
4. Carpet tiles have been ordered for RE rooms 103 & 104. The work will be done in July or August. The majority of the \$2,500 cost will come from the TYRE account.
5. Replace carpet in meeting room. Use carpet tiles. Approximate cost: \$10,000. This is delayed. The carpets in the meeting room and on the second floor were cleaned in late June. Cost for the cleaning was \$750.
6. Paint walls in the sanctuary. The cost estimate is \$6,000. May want to do it in sections. May want reflective paint for the projection areas (especially to be able to see photos).

7. Exterior Painting - east side near Fellowship Hall and north at office wing and well.
8. Sanctuary Round Window - the glare is still an issue. The Building and Grounds committee are still exploring possibilities.
9. Downstairs Restrooms: Replace toilet partitions, flooring and base.
10. Install acoustic panels in Fellowship Hall. The AV committee is currently working on this. Cost estimate: \$1,800.
11. LED lights for the hallways and second floor offices will be purchased from Duke Energy's Savings Store for a reduced cost. 50 LED lights would cost about \$300. Delay. The current lights in the hallways are working fine.