

UCM BFF Steering Committee Agenda and Minutes
Wednesday, June 26, 2019
Small Classroom Upstairs
5:30-7:30 p.m.

Charge: The UCM Board hereby creates and charges a Steering Committee to oversee, schedule, and manage the UCM Building for the Future Project on behalf of the Board. This Steering Committee will oversee all aspects of this project except as specifically stated otherwise by the Board. It will create necessary task work groups, appoint members to those task groups, and oversee their work. The Steering Committee will interface with and answer to the Board and the Minister at monthly Board meetings.

Topics:

- Work Groups

Facilitators: Paul Ohlson and Jen Miller-Arsenault
Note Taker: Brenda Bean
Time Keeper: Bill Pelton
Snacks: Beth Damon

Other BFF Members Present: Claudia Clark, Steve Gold, Kris Hammer, Scott Hess, Sue Stukey.
Absent: Barbara Conrey, John Turner.
Others Present:

Meeting objectives:

- To learn about the current state of the work groups and discuss how we will support them

To prepare for this meeting, please:

- Read this agenda and bring an electronic device (let's get into the habit of doing these two things; then we won't have to specify them each time)

Time (Minutes)	Activity (Person Responsible)	Minutes and Next Steps (Please write next steps in a different color)				
5:30-5:45 (15 minutes)	<p>Welcome, Chalice Lighting, and Check-in (Jen)</p> <p>Review Agenda</p> <p>Review Pluses and Deltas from Previous Meeting</p> <table border="1" data-bbox="348 613 1119 1390"> <thead> <tr> <th data-bbox="348 613 732 678">Plus</th> <th data-bbox="739 613 1119 678">Delta (To Change)</th> </tr> </thead> <tbody> <tr> <td data-bbox="348 683 732 1390"> <ul style="list-style-type: none"> ● Comprehensive discussion ● Personal revelation that relationship with UCM is the longest-standing relationship except with own children! ● Impressed with Joan's pastoral message to us about trust in our evolving product! ● Concerns expressed and addressed </td> <td data-bbox="739 683 1119 1390"> <ul style="list-style-type: none"> ● .Not a lot of decisions made ● Light-filtering shade on window beside river in upstairs classroom (Bill will get one) ● Concern about having 2nd Tuesdays in July and August only tentatively scheduled; we may need those meetings! </td> </tr> </tbody> </table>	Plus	Delta (To Change)	<ul style="list-style-type: none"> ● Comprehensive discussion ● Personal revelation that relationship with UCM is the longest-standing relationship except with own children! ● Impressed with Joan's pastoral message to us about trust in our evolving product! ● Concerns expressed and addressed 	<ul style="list-style-type: none"> ● .Not a lot of decisions made ● Light-filtering shade on window beside river in upstairs classroom (Bill will get one) ● Concern about having 2nd Tuesdays in July and August only tentatively scheduled; we may need those meetings! 	<p>Done</p> <p>Done</p> <p>Done</p>
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	<ul style="list-style-type: none"> ● We can choose how we experience the process of growth ● A "chill" meeting ● Patience in spite of anxiety ● Reassuring we understand that iterations of design/process are necessary ● Helpful to know what the other groups are doing. ● Notes from our meeting ● Decision to not meet if/when not necessary 	
<p>5:45-5:50 (5 minutes)</p>	<p>Updates and Announcements (Jen)</p> <p>We are proposing a new section in our agenda. Folks can provide updates in writing in advance of the meeting, everyone can then read them in advance, and then we can hold time for any questions or comments.</p>	

	<ul style="list-style-type: none"> Jen revised the BFF site. Check it out. For now she has not changed the link. We can discuss whether or not it is worth changing the name of the site and asking people to then update their bookmarks, etc. 	<p>Beth will continue revising the BFF site by adding the SUU logo and maybe the PP to the home page. Sarah Wolf has already added Claudia's PP to the Resources page.</p>
5:50-	Checking in on the Work Groups (Paul)	<p>Kris reported on the first meeting of the <u>Construction Process Oversight (CPO) Work Group</u>. There are many skilled members on the group, including 3 architects, and lots of ideas for change to the existing options/staged designs. The group wants to first understand the needs expressed by the congregation before looking further at the designs. One major resource for understanding this is the Inventory of Long-Range Physical Space Needs, a document now under the Resource section of the BFF website. Other documents there are also relevant, including a final report and a flyer by the Growth and Facilities Task Force. Beth will add the succinct chart which she and Barbara Conrey prepared to compare expressed needs with the 3 options; it helped the Steering Committee decide to expressly support the "Best" or 3rd Stage option. Kris will refer the Work Group members to the BFF Resources page to review the documents there as homework for their next meeting. Jen pointed out that giving the group members time to prepare themselves before moving forward is consistent with the BFF SUU</p>

		<p>approach: "Go slow at first to go faster later." Still, the Steering Committee needs the CPO Work Group's best ideas for change to the plans by the end of summer in order to review them and to share what we approve with the congregation on September 15. The CPO Work Group agreed to meet ongoing during the first and third Tuesdays.</p> <p>Claudia and Bill reported that the <u>Education Work Group</u> is preparing (with help from Brian Prendergast) a short video about BFF for sharing during the cottage meetings. Joan will be interviewed for it. This will offer a more inspirational approach than the PP, to which people will be referred for more information. A more comprehensive flyer about Frequently Asked Questions (FAQs) will also be prepared. Beth offered to host a cottage meeting.</p> <p>The <u>Finance Work Group</u> co-chairs Tina Muncy and Charlotte Root will meet with Paul (and other Steering Committee members) on Tuesday July 2 at 10 a.m. to prepare for start-up.</p>
	<p>Consultant for Feasibility Study</p>	<p>The Board is supporting the recommendation of the Steering Committee for a Consultant to conduct a Feasibility Study for UCM.</p>

7:20-7:30
(10 minutes)

Closure (Paul)

Identify next steps from this meeting

Identify what went well during this meeting and what we would like to change for future meetings

Plus	Delta (To Change)
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Build agenda for **next meeting**, including identifying roles:

- **Date and Time: July 24, 2019, 5:30-7:30 p.m.**
- Roles for our next meeting:
 - Note Taker: **Brenda Bean**
 - Timekeeper:
 - Snacks: **Sue Stukey**

Future Agenda Items:

- Identifying project management tools that might support our work - evaluation, indicators of success? Use of Executive Session?
- Set- up projector to review our BFF Google site together
- Check-in on status of work groups
- Check in about status of group audio/video conferencing technology and service

Skipped to leave before upcoming storm.

At this point, we will not plan to meet on July 9.

We will ask potential feasibility consultant to join us for the meeting.

- Talking points about decisions made and how to communicate (at least to update Board and Joan)

Extinguish the chalice: We welcome all as we build a loving community to nurture each person's spiritual journey, serve human need, and protect the Earth, our home.

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