

UUFSD Board of Directors Meeting Minutes

Sunday, 8/11/24, 11:30 AM - 1:40 PM | Location: UUFSD Founders' Hall

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1. Reminders
 2. **Board Retreat:** Sat. Aug. 31, 9 AM – 4 PM UUFSD | **Board Meeting:** Sunday, Sept. 8, 11:30, UUFSD Founders' Hall
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3. **Board Members Present:**
4. Wenda Alvarez, President
Mary Anne Trause, Vice President
Andi MacLeod
Livia Walsh
Larry Jones
Sarah Miller, Treasurer, Non-voting member
5. John Drewe, Secretary, Non-voting member

Board Member(s) Absent:
Julia Darling
Pam Parker
Rev Ellie, Minister, Non-voting member

Guest(s) Present:
Dale Gottdank, Dream Builders Committee (via Zoom)

Jon Luft, Dream Builders Committee (via Zoom)
6.

- Chalice Lighting Wenda Alvarez
- Board Covenant Sarah Miller

7.

- I. **Consent Agenda: Action – Approved**
 - A. Board Meeting Minutes 2024-07-09
 - B. Board Meeting Minutes 2024-07-21

- II. **Reports and Updates**
 - A. Minister's Report None (Rev. Ellie absent)
 - B. DREF Report None
 - C. Congregational Administrator's Report to the Minister None

8. **Discu**

ssion: Wenda indicated Rev Ellie agreed on Thursday, Aug. 8, to ensure administrator and DREF reports are uploaded to Board Drive in advance of board meetings. Goal is to ensure consistent reporting.

- III. **Discussion Agenda**
 - A. **Corporate Secretary Election** Wenda Alvarez

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9.

Actio

n – **Approved:** Election of John Drewe (“Drewe”) as secretary for the year ending 6/30/25. Wenda to coordinate training and applicable coordination between Tristan, Congregational Administrator, and Drewe.

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10.

B. Capital Improvement Projects

1. Phases 2, 3 Jon Luft (via Zoom)

11. **Discu**

ssion: Jon reviewed the UUFSD **Conceptual** Planning Schedule for Permitting and Construction for Phase 2 (attached).

- Board consideration of the construction project 'delivery method'* is planned for the Board's 9/8/24 meeting.
- Jon emphasized the sequential California Coastal Commission and City of Solana Beach permitting and contractor selection.

2. **Admin Building** Wenda Alvarez

12. **Discu**

ssion: Reviewed Payment Tracking schedule: 67% paid to date. See attachment.

3. **Sandy Hill Flooring** Dale Gottdank (via Zoom)

13. **Actio**

n – Approved: Up to \$16,000 to replace existing wood **flooring with vinyl plank.** Tenant Sandy Hill preschool will contribute 50% of the cost. UUFSD funding from unrestricted net assets Facilities Reserve Fund (RES.SIT.01). Supporting documentation attached. Dale Gottdank will serve as UUFSD project manager.

C. **Legislation Compliance: CA SB 553** Workforce Violence Prevention Plan

Action: Larry will read the new law to help determine the extent to which it applies to UUFSD, based on number of employees (9) etc., and suggest training, as applicable.

IV. Board Scheduling and Administrative

A. Retreat, Saturday, Aug. 31: **Time: 9 am to 4pm** | **Location: UUFSD**

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14. **Decis**
ion: Phase 2 construction workshop will not be included. If needed, consider a special meeting prior to Sept 8 regular Board meeting.

15. **Discu**
ssion:

- Prioritize relationship building
- Agenda suggestions welcome. Wenda, Mary Anne and Rev. Ellie will hold an additional planning meeting when Rev. Ellie returns to work.

B. **Next Board Meeting:** Sunday, Sept. 8, 11:30, UUFSD Founders' Hall

16.

V. **Extinguish Chalice/Close Meeting**

Wenda Alvarez

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Attachments

1. UUFSD **Conceptual** Planning Schedule for Permitting and Construction for Phase 2
2. Admin. Bldg. Payment Tracking schedule
3. Sandy Hill Flooring Proposal

Notes

***Delivery Method definition:** While construction projects usually involve an owner, a design team, and a builder, the relationships between these members can differ depending on the project delivery method. Choosing the right project delivery method is a crucial step as it sets the tone for how the team will communicate and how payments will be distributed. - <https://www.procore.com/library/construction-project-delivery-methods>

Respectfully submitted by Wenda Alvarez, President, for John Drewe, Secretary. Minutes taken and submitted by John Drewe, Board Secretary