

KCC BOARD OF DIRECTORS MEETING MINUTES - August 27, 2017
Meeting called to order at 12:00 p.m.; Meeting Adjourned at 3:00 p.m.

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
<u>Attendance</u>	Pat Parker, Sandy Pollock, Tim Campbell, John Jennings Also present: Peter Frothingham, Linda Grove, Cynthia Huntington and Bruce Kaplan, Phil Wallin A quorum was present	Next Meeting September 17, 2017 1:30 p.m.
<u>Approval of Minutes of July 23rd meeting</u>		Minutes approved on line October 30, 2017
<u>NUC update</u>	John presented a list of things still to be done. There are big bills for the carpet, sheet rocking and final electrical that need to be paid. There are several tasks to be completed before the sheet rock can go on. Stair railings must be in place before final inspection, The chosen heat pump is new technology which is complicating getting the necessary permit. Completion of phase 1 is about \$80,000 short. Including money borrowed from the general fund \$165,000 may have to be paid. There are possibilities of reductions. <ul style="list-style-type: none"> • There was extensive discussion about how the Board needs to present capital needs and expenses vs general fund needs and expenses. 	
<u>Board recruitment</u>	Melissa Hicks, Jeff Alworth, Rosemary Sweet are being considered.	
<u>Financial Reports</u>	Sandy reported that the \$85,000 negative amount in the capital fund is a reflection of what has been spent. He also said that even if there were no additional funds raised, KCC would be able to manage. Sandy expressed concern about advancing a lot of additional construction funds, because ongoing unrestricted fundraising is short of what is in the budget and future expenses at SCOL are unknown.. <ul style="list-style-type: none"> • Sandy expressed a wish that the visioning process for SCOL include budget. The Board recognized the importance of having a meeting at SCOL with the staff. • John asked question about what is shown in the sheet for the sale of Monroe. • Linda G asked for clarification about processes for decision making and the storage of legal and important documents. Sandy said that in this day and age most documents should be scanned and, at times, there would be a backup copy. Sandy and Linda G and Linda B will meet and come to the Board with a proposal.	Sandy and Linda G and Linda B will meet and come to the Board with a proposal about document storage.
<u>Legacy practice</u>	Peter requested that Board members allow him to contact them to set up a face to face meeting to talk about end of life/legacy issues.	

KCC BOARD OF DIRECTORS MEETING MINUTES - August 27, 2017

Meeting called to order at 12:00 p.m.; Meeting Adjourned at 3:00 p.m.

<u>TOPIC</u>	<u>DISCUSSION/ASSESSMENT/FINDINGS</u>	<u>ACTION</u>
<p><u>Committee reports</u> <u>board email</u> <u>role transitions at Skidmore</u> <u>media website</u> <u>Lama Michael's move</u></p>	<p>Linda G reported that KCC is in the process of changing e-mail servers. She stated that kcc-board@kcc.org needs to be used for Board business only. The discussion resulted in a suggestion to send the Agenda out to the list serve prior to the meeting.</p> <ul style="list-style-type: none"> • Linda G also said that the website needs changes. Sandy recommended that a professional create a new website. She asked for guidelines as to what to spend on a new website. • She asked who decides who gets money from the general scholarship fund. • Linda G asked who is the administrator for KCC's Facebook page. There is concern about the accuracy of material posted on it. KCC should have control of a Facebook page with KCC's name on it. • Lama Michael is moving to the Skidmore neighborhood. Sandy asked for Board approval to allow contributions to the Lama parsonage allowance. Pat asked that Steve Unganst be asked about the donation. • KCC is forming an operations and maintenance committee for Skidmore. 	<p>Tim is going to send out a link to remind all members how to access Board minutes and urge them to read them.</p> <ul style="list-style-type: none"> • Linda G will seek proposals for the website. • The Board approved Dora and Pat as the scholarship committee. • Linda G will check with Lama Michael about the Facebook page and find out who the administrator is. • Sandy will explore how KCC can monitor social media messages. • The Board approved allowing contributions to the parsonage allowance.
<p><u>Leadership retreat</u></p>	<p>Tim reported that he is unsure what will be effective. He proposes a board meeting with all leadership invited. Sandy said that in this new facility it is important to know the people who are doing different tasks. The visioning group is bringing in additional people and is seeking to think about results in new ways.</p> <ul style="list-style-type: none"> • The goal of the leadership retreat may be to have fun and sit together. Focus on a transition time and think together about this time. 	
<p><u>Development Report</u></p>	<p>Phil reported on a \$20,000 and a \$10,000 gift offer and his idea for optimizing these gifts. He proposes a campaign to raise \$80,000 capital and \$20,000 maintenance. Because of the immediate need for construction funds, the \$30,000 would be available as construction loans and the matching funds would retire those loans.</p> <ul style="list-style-type: none"> • Linda G. asked that the immediate and future needs be clearly defined. She also said that there needs to be a clearly defined process for responding before the needs are announced. It was suggested that a video of what is incomplete be posted on the list serve. Cynthia said the Sangha needs to know what is needed even if it means paying back for work already done. 	
		<p align="right">adjourned @ 3:00</p>

Peter Frothingham

Respectfully submitted:

Scribe