

UU Phoenix Foundation Board

Meeting Minutes September 19, 2020 meeting, per Pierre Tariot

Present: Diana Ashley (term ended 7/20), J. Bastani (term ends 7/23), Rev, Christine Dance (*ex officio*), Jonny Lifshitz (UUCP Board President), Terry Lockwood (term ended 7/20), Michele Morgan (term ends 7/21), Pierre Tariot (term ends 7/21), Bonnie White (term ends 7/23).

Absent: Diane Targovnik (term ends 7/22), Dan Hunn (term ends 7/22).

Pierre Tariot offered to moderate the meeting (and serve as Secretary for this meeting) in the absence of a current President, which was acceptable to all present, and declared a quorum and called the meeting to order at 1105.

Intro's and thanks. All present introduced themselves. Much gratitude to Diana and Terry, who graciously offered to remain available to us to help from time to time. We welcomed our new Board members.

General items

1. **Administrative issues:** UUFP is no longer supported by the UUCP Admin. Bonnie agreed to organize future meetings and we did not yet settle how we will manage storage/retrieval of our documents. Non-profit status addressed below. Implications of CARES Act discussed.
 - a. **Action:** Determine how documents will be stored/retrieved.
 - a. **Status:** Open. Folders go to: drive.google.com and from there use the email and password. The email is: phoenixuufoundation@gmail.com. password is: foundation\$.
 - b. **Action:** Bonnie will organize our meetings.
 - a. **Status:** Closed.
 - c. **Action:** Clarify whether CARES Act offers time-limited opportunities for donors to receive tax deductions in 2020 and/or for UUCP/UUFP be eligible for matching funds.
 - a. **Status:** Open. We did not specify who will investigate further.
2. **UUFP purpose and history in brief.** Terry had sent us a zip file with historical documents including our bylaws, which all are encouraged to review (allow an hour or two). The purpose of the UUFP is to benefit UUCP through gifts and loans. The UUCP Board may formally request assistance from the UUFP to support the growth and health of UUCP, long range programs, and major building and property improvements. UUFP is incorporated separately from UUCP and has an independent Board, allowing for it to exercise its own judgment about what to support. We noted that this independence has been important to some congregants historically and even now. This independence is not affected by decisions to join UUCP as part of its 501c3 “group” (see below). We noted a few key **themes in recent years**: 1) support for the Capital Campaign; 2) loans to UUCP for repairs and to bridge some of the construction loan (principal has been paid back and UUCP owes only some remaining interest); 3) clarifying our non-profit status; 4) reinvigorating Chalice Keepers and education about/marketing of estate planning and the role of UUFP to UUCP; 5) creating virtual Giving Tree; 6) creating a gift acceptance policy; 7) cataloguing and curating a variety of unresolved issues (see below); and 8) starting a conversation about how to optimize the potential of UUFP, “dreaming big.” This last topic included consultation with 2 external experts, Hazel Richards (Banner Health Foundation) and Barry Finkelstein, who did a multiday consultation with UUCP and UUFP. Rev. Christine and Jonny noted that UUCP has undertaken “parallel dreaming,” which we want to discuss later on. (Jonny gave the example of a personal dream of seeing all 9 acres of the campus used, e.g., creating an aviary). Pierre noted that the

main reason he joined the Board was to engage in a process of determining how ambitious we can be, based on his experience of obtaining greater support for the most ambitious goals.

Other action items/ in process

3. **Minutes** of 03/08/20 and 6/20/20 meetings were and approved.
 - a. **Action:** These minutes will be filed.
 - a. **Status: Open.** Folders go to: drive.google.com and from there use the email and password. The email is: phoenixuufoundation@gmail.com. password is: foundation\$
4. **Treasurer's report:** Received. Balance higher in part due to Herrick estate gift of ~\$62000. UUFP has to invoice UUCP for remaining interest owed.
 - a. **Action:** Report accepted.
 - a. **Status:** Open, in that Terry needs to review with Dan.
 - b. **Action:** UUFP to invoice UUCP for interest still owed on loan.
 - a. **Status:** Open. Terry will follow up with Dan re this.
 - c. **Action:** Taxes due on Flaskered property.
 - a. **Status:** Open. Terry will work with Dan on this; going forward, UUFP can be exempt once we finalize 501c3 issue.
 - d. **Action:** Request checks from bank, assure that Dan is authorized to access.
 - a. **Status:** Open.
 - e. **Action:** Reviewed where Trust Account is held. Board had previously expressed reservations about Mutual of Omaha as well as Sunflower Bank, whereas UUCP is very happy with its interactions with Notre Dame Credit Union. Board voted unanimously to transfer UUFP Trust Account to ND.
 - a. **Status:** Open pending Treasurer execution of this decision.
5. **Election of officers:** We are late in due to disrupted communication. We agreed to accomplish as much as we could today regarding Treasurer, President and Secretary. Dan had volunteered to serve as Treasurer; Pierre will continue for now as Secretary; and we determined that only Michele, Pierre and Diane are our options for President. Michele felt that she was not qualified.
 - a. **Action:** Secretary election.
 - a. **Status:** Open. Pierre remains Secretary pending resolution of Presidency.
 - b. **Action:** Treasurer election: Dan Hunn unanimously approved.
 - a. **Status:** Closed.
 - c. **Action:** Presidential election. Pierre will confer with Diane as to her interest in serving as President; if she is not interested, Pierre will volunteer and we will need to elect a Secretary.
 - a. **Status:** Open. Board will vote for President by email very soon after Pierre confers with Diane re her wishes.
6. **501c3 status.** UUCP has established itself as a 501c3 and the UUCP Board recommends that UUFP become part of the UUCP "group" for tax purposes. We noted that this had been the general intent of the 2019-2020 UUFP Board, but a formal decision was not possible before.
 - a. **Action:** Board voted unanimously to accept the motion that "UUFP accepts membership as a UUCP tax-exempt group."
 - a. **Status:** Closed. These minutes will go to UUCP Board via Jonny.

Historical issues not discussed.

7. **Create plan to monitor status of Tucker property.**
 - a. **Action:** Apache County attorney sent letter requiring that we demonstrate that UUFP is tax exempt or we will need to pay tax.

- a. **Status:** Open. Michele had previously sent letter to county assessor explaining that we await UUFP clarifying that it is in process of becoming part of UUCP; update needed.
 - b. **Action:** UUFP Board member to periodically ask relevant realtors re interest.
 - a. **Status:** Open.
- 8. **UUFP Brochures.**
 - a. **Action:** Diana prepared the one for Chalice Keepers but the general UUFP trifold needs to be updated (last update 2015).
 - a. **Status:** Open, general update needed and remember we need to update Board member names, the balance, and the online photo each time the board membership changes each July! This has not happened regularly in the past.
- 9. **Updating web page.**
 - a. **Action:** Diana had provided Diane updated text to web page, including updating Chalice Keepers brochure, and Letter of Intent, Gift Acceptance Policy, UUF brochure, UUFP activities such as estate planning seminars, links to other forms. In progress.
 - a. **Status:** Open. Will we have updated photo(s)?
- 10. **Giving Tree to acknowledge Legacy gifts.** Design finalized as prepared by 99designs.
 - a. **Action:** We need to approve this.
 - a. **Status:** Open. Expect to vote at next meeting?
- 11. **Picnic at the Railroad Park.** Usually in March, suspended indefinitely.
- 12. **End of Life Planning Seminars.**
 - a. **Action:** Emily Kile is available for virtual seminars when we are ready to resume these.
 - a. **Status:** Open.
- 13. **Chalice Keeper's Recognition Event in Feb 2021?**
 - a. **Action:** Will we want to do something virtually? Need to discuss.
 - a. **Status:** Open.
- 14. **Flaskered property. NO CHANGE IN STATUS.**
 - a. **Action:** In January 2019, Terry was in communication with Pinal County Assessor's Office to request tax exemption if appropriate. We do not have one of the required docs, which is an IRS exempt authorization letter. We cannot be exempt from taxes until this is resolved. This relates to the 501c3 issue. Continue to pay taxes on the property until 501c3 status is established.
 - a. **Status:** Open.
- 15. **UUFP needs a way to track and report annual giving for tax purposes. NO CHANGE IN STATUS.**
 - a. We also need a way to thank for/acknowledge gifts, including for stock donations to UUFP (could be used for UUCP also?).
 - b. **Action:** Terry was still working with Phil Slater. Would like to incorporate this functionality in QuickBooks to print monthly report of donation detail so Thank You letters can be developed from that report.
 - a. **Status:** Open.
- 16. **Create inventory of UUCP assets and evaluate. NO CHANGE IN STATUS.**
 - a. Pierre had provided a name of professional assessor(s) as at least one resource for this: T & T Estate Services, Terry & Tammy O'Neal, PO Box 5308, Peoria, Arizona 85385, (623) 486-4310, terry@ttestateservices.com.)
 - b. Board decided that instead we will begin with an informal consultation.
 - c. Maybe our art committee knows?

- d. **Action:** Michele Morgan to discuss instrument inventory with Benji and Bill Snowden for Art Inventory
 - a. **Status:** Open.
- 17. **Value proposition for UUFP to justify increasing giving/grants.** NO CHANGE IN STATUS.
 - a. **Action:** This is a major priority for us moving forward! For discussion at subsequent meetings.
 - a. **Status:** Open.
- 18. **UUFP Annual Report.** Plan for completing this by May 1, 2021.
- 19. **NEXT UUFP MEETING:** We are aiming for Saturday, Oct. 10, 1100-1230; Bonnie will poll members. Then the Board needs to establish meeting schedule going forward. Note: it is hard for Rev. Christine to join right after Sunday services; it is hard but not impossible for Michele to do Saturdays (best if done before 1300).
- 20. **Meeting adjourned 1226 PM**

CLOSED ITEMS

1. **Development consultation (Stewardship for Us):** Hazel Richards consultation: We reviewed the Nov, 2018, minutes from the consultation provided by Hazel Richards (from the Banner Health Foundation. Informal consultation with Ms. Richards, who offered her perspective with us based on her 20 years working on development at the Beatitudes and Banner Health.
 - a. Her introductory comments: Brainstorm. Reflect at a high level. Create a plan. Who are we, what are we supporting and why, and how will we do it? What will we say to people?
 - b. Rev. Margret reviewed current gift patterns. Infrequent legacy donations, sometimes large; via wills/estate plans; funeral recognitions; Chalice Keepers.
 - c. In response, Hazel suggested thinking about 4 possible categories for future Foundation support:
 1. Annual gifts, likely to be small amounts.
 2. Major gifts program.
 3. Planned giving. This might be our major focus. Many ways to do this, e.g., estate gifts, IRA distribution (after age 70.5, you must take \$ out of an IRA and this can be donated with favorable tax consequences), UUA charitable gift annuities.
 4. Have a process to communicate, give feedback and thanks in a timely fashion
 - d. In sum: have a written plan. Articulate vision, goals, and timeline. We have a variety of directions we can go in (for UUFP and for UUCP): UUFP can work directly with Barry on strategic issues if we wish with Rev Dance input.
 - e. **Action: Review consultation report and action items and plan to discuss in the next month or two: what actions will we take?**
 - f. Barry F has offered to have a follow up Zoom call when ready.
 - g. In addition, we paid special note to the following:
 - i. Create gift acceptance policy coordinated with UUCP Board. Maybe create a different kind of receiving account.
 - h. We need a combined strategic financial plan for UUFP and UUCP. Might need to consider this as part of a broader approach to membership expansion, worship options, etc.
 - i. Create long- and short-range goals for legacy giving, assets on hand, impact on the UUCP mission and awareness among UUCP members. Add note to new member inquirers program re:
 - j. UUF Sponsoring annual railroad park congregation picnic.
 - k. Add UUFP case statement to Inquirer's program.
 - l. Establish position UUFP as a resource to Congregants on ethical estate planning/giving, e.g., with periodic programs. Be sure to address younger folks as well.
 - m. Consider whether or not to invest in funds consistent with UU values such as the UUA Common Endowment Fund (CEF).
 - n. Add minutes and policies to links.

- o. Need to plan ahead.
- p. **Status:** Closed Per UUCP Board