

# ESUC Facilities Team Charter

## Section A: Name

The name of the Team is Facilities.

## Section B: Purpose

1. What is the purpose of your group?

The Facilities Team is a Core Team responsible for short term and long-range planning and major facilities related projects, including major maintenance, upgrades, and repairs.

2. How is your work related to one or more of our Seven Principles?

To enable spiritual growth of the congregation and its ability to live according to our Seven Principles by assisting in the short term and long term needs of the campus.

3. How does your group connect with East Shore's Mission and Vision?

The mission statement of East Shore Unitarian Church is "We practice love, explore spirituality, build community and practice justice". The Facilities Team is responsible for making sure that all events on campus and the church have a safe and attractive environment.

4. Do you have an agreed upon set of Right Relations guidelines?

We will start and end meetings on time.

We will stay on topic and be respectful when others are speaking.

Each of us will only speak from our experience. Do not include comments from others not at the meeting unless you are willing to name the person you are referring to and exactly what their comment(s) were.

One speaker at a time, please. Multiple conversations at the table are not beneficial. However, if you have something to add to the subject, please feel free to comment after the previous speaker has finished.

5. What relationship does your group have, if any, to the 2018/19 Goals? The

Facilities Committee is committed to helping ESUC achieve its Goals, specifically Goal #4.

6. What are your specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

The members of the team are committed to insure the maintenance of the physical plant of East Shore Unitarian Church is consistent with local, state and federal regulations. Our goal is to maintain the beauty of the campus as a legacy for future generations.

- As part of this, the Team uses the Reserve Data projections for the next three years and inspects and determines which items need replacement or maintenance or repair. We then inform the Budget Team, Endowment Subcommittee, and Financial Stewardship Committee with anticipated expenses so that funds can be provided.
- We will form a Sub Team to begin the process of planning how to better serve the larger community as an emergency preparedness and response center.
- We will determine how to assist with qualifying for PSE rebates to change all our interior lighting to LEDs.
- A representative from our Team will serve on the Master Campus Plan Task Force, once it is formed.

### **Section C: Group Structure, Leadership & Decision-Making**

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

Facilities is a Core Team. Our staff liaison is the Facilities Manager with oversight by the Executive Director.

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members?

The minimum number of the participants is 5, maximum is 7. Not including chair persons of other committees/teams. The Current members are Earl Fleeheart, Scott Chester, Ralph Lutz, and Dave Kappler (Grounds Chair). There is currently not a Chair of the Team, and the Facilities Manager will act as the interim Chair until a volunteer is found. As needed, other representatives from Grounds, Memorial Garden, Pea Patch, and Gallery may attend Facilities Meetings.

3. What are the leadership roles and responsibilities within your group?

The chair prepares the agenda and keeps meeting notes. All other tasks are divided equally to the members at large. The Staff Liaison tracks finances, maintains files on invoices and all one-time and continuing contracts.

4. How are leaders determined, and what are their term limits?

The leadership is determined by a vote of the members.

Chairs will have term limits of three years. After that at least one year out of leadership (may still be on the Facilities team) is required before serving again. If the members are not able to find anyone with enough experience to lead the team at the end of a current chair's term, they may vote to extend the current chair on an interim basis until a new chair is found.

5. What, if any, are the term limits for your members?

Five years is the maximum term for all Members. After a one year break, service can be repeated.

6. How are decisions made in your group (consensus, majority vote, officers, supermajority (percent)? What quorum is needed? Is email vote allowed?

Decisions concerning the resolution of situations brought to the team are made by consensus. Because the team supports all other committees and teams, any concerns are passed to the Chair. Email can be used when voting on issues.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

The chair maintains copies of minutes and sends a copy to the Archives Team. The chair maintains a copy of all emails and other appropriate correspondence.

8. How are members recruited and oriented to your team?

The team has an active program to look for and recruit new members. The recruitment program includes seeking members with either Facilities or Engineering experience. New team members are oriented to the group by access to past meeting minutes, tour of the campus, review of past Board reports from DFO/Executive Director.

9. What, if any, qualifications are required for membership or leadership?

Although some discipline like Civil or Mechanical Engineering or experience in managing Facilities would be helpful, it is not required. All members are encouraged to apply. The current members will interview potential members to determine if they are a good fit.

10. How does your group communicate and collaborate with the larger East Shore community?

The Team communicates directly with other groups by email and through articles in the BEACON and other official church publications.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

The Chair (Robert Weiss) is authorized to approve communications publicized by staff. The designated alternate is the Ralph Lutz.

12. What types of decisions is your group authorized to make?

The Team approves all Capital expenditures for the Safety and attractiveness of the campus subject to the review of the Board of Trustees and within the congregational approved budget for the fiscal year.

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

The team makes recommendations to the Budget Team, Endowment Subcommittee and Financial Stewardship Committee on expenses for maintenance, repair, replacement, or improvement of capital assets of the ESUC campus. The Team determines areas of the campus that need to be modified to meet existing codes, or those areas that need improvement. The Facility Manager contacts appropriate contractors or assigns the caretakers to correct the problem. The team sets priorities and approves and monitors funds during the progress of the project(s) within the congregational approved budget for the fiscal year.

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

The team does not sponsor any outside group.

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

The team will continue to exist as long as East Shore owns a campus on which to conduct services.

## **Section D: Finance**

1. Will your group present a budget proposal to the Budget Team next year?

The team will submit an annual budget based on the Reserve Data Study from an outside company that is updated annually, known facilities related contracts, and from suggestions from the staff.

2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?

The Facilities Team receives all its financial support from the annual Operating Fund Budget. Any amount less than the budget request will result in reducing immediate expenses, however, depending on the item(s) in question, a capital campaign may be necessary.

3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."

No fundraising is anticipated for the current fiscal year.

4. What kind of decision process exists for how money is used?

The decision process is driven by the local code requirements and other safety considerations. During the meeting, a vote is taken from each of the attending members on whether the project is necessary, are enough funds available to do the project, or if it can be delayed for a period of time

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?

The Chair (Robert Weiss) is authorized to approve team expenses. The alternate is Ralph Lutz.

6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

No.

Signed: