

UUSS Property Management Committee Charter

Adopted By Board of Trustees June 14, 2007

PURPOSE:	Maintain and enhance the Unitarian Universalist Society of Sacramento's (UUSS) campus.
BACKGROUND:	UUSS congregations provide a facility for the spiritual and religious needs of its members. The Property Management Committee (PMC) is responsible for the UUSS physical plant to protect the investment of past congregations, to meet the needs of current members, and to provide for the needs of future congregations.
OBJECTIVES:	<p><u>2003-2004 Long Range Planning Goal:</u></p> <p>4. <i>Model financial and environmental stewardship of the facilities and grounds at the current Sierra Blvd. site that support current and future needs.</i></p>
DESIRED DELIVERABLES:	<p>UUSS campus preservation, safety, and operation program:</p> <ol style="list-style-type: none"> 1. Facility Operations Manual: Develop and update annually. 2. Capital Maintenance Plan: Develop and update for the annual budget approval process. <p>UUSS campus improvement program:</p> <p>5-Year Capital Improvement Plan: Develop and update biannually.</p>
COMMITTEE AUTHORITY:	<p><u>Authority:</u></p> <ul style="list-style-type: none"> • Approves the Facility Operation Manual • Recommends to the Board of Trustee approval of the annual Capital Maintenance Plan and biannual 5-Year Capital Improvement Plan. • Establishes the priority of capital projects for funding each year. • Approves the selection of license contractors hired for campus maintenance and improvements. • Approves of capital work over \$1,000 to be performed by volunteers. <p><u>Constraints:</u></p> <ul style="list-style-type: none"> • Authorized capital work must comply with the law, including volunteer work. <p><u>Assumptions:</u></p> <ul style="list-style-type: none"> • The committee will seek and document professional advice on capital maintenance and improvement work to ensure legal compliance.
COMMITTEE ORGANIZATION:	<p>The UUSS Business Administrator is a member and chair of the committee. Other members are appointed by the UUSS Board of Trustees. The committee meets as needed to produce the "Desired Deliverables".</p> <p>The UUSS Board of Trustees and the committee chair may call for special meetings.</p>
ISSUE RESOLUTION PROCESS:	<p>The UUSS Board of Trustees may refer congregation concerns to the committee for resolution.</p> <p>Safety and preservation needs have priority over improvements projects.</p> <p>The committee uses standard conflict resolution techniques to ensure member consensus on resolutions. Consensus is defined as all committee members agreeing to support a resolution. If a member cannot support a resolution then the chair should consult with the UUSS Board of Trustees. After consultation the chair has the authority to move an issue forward with committee consensus.</p>
RESOURCES:	The annual budget identifies the budget for UUSS property management. Use of church staff requires the approval of the chair.