



Board of Trustees Meeting Minutes  
Unitarian Universalist Congregation of Santa Rosa  
15 January 2015

**Members Present** -- Susan Bartholome (Vice President), Jeanie Bates (President), Marilyn Beckerbauer, Joe Como, Alan Proulx, Linda Stabler, Pamela Tennant, Marge Wright

**Members Not Present** -- None

**Non-Members Present** -- Linda Balabanian (Treasurer), Reverend Chris Bell, Sibyl Day (Corporate Secretary), Terry Graham (Recording Secretary), John Jaffray, Art Rosenblum

**Meeting called to order** at 6:33 p.m. by Board of Trustees (BOT) President, Jeanie Bates

**Opening Words & Chalice Lighting** – Reading by Reverend Chris: A selection from "Awakening The Soul"

**Timekeeper Volunteer** – Alan Proulx

**Minutes of 18 December 2014 Review** -- Draft minutes corrected in situ. Minutes accepted as corrected.

**Agenda Review** – Social Hour Improvement Project discussion moved ahead of Treasurer Report

**Social Hour Improvement Project** – Art Rosenblum, representing the Endowment Committee (EC), brought forth the idea that EC may consider expending as much as \$20K as "seed" funding toward mitigating the noise in the social hall. Potential solutions may include making the outdoors more attractive to alleviate the crowded situation in the social hall. EC will consider funding but any such request from the Board (BOT) shall list specific details of implementation & associated costs. EC will not manage a fund drive although Art volunteered to help find fund drive leaders. Joe Como & Pam Tennant offered that they currently have cost estimates for various options & that any further project definition is on-hold pending any relevant feedback which may emanate from the neighborhood meetings currently being conducted. Linda Balabanian stated that the timeline is consistent with any potential EC budget distribution. The Budget will be presented to Financial Stewards (FinStew), to BOT & finally to the Congregation in June 2015. There was some discussion concerning the relative merits of inside noise reduction techniques & taking better advantage of the patio area. Jeanie tabled the issue, recognizing that BOT will be specifically addressing priorities in April, after the survey & neighborhood results are assessed & before the Congregational meeting in June.

**Treasurer's Report** – Linda Balabanian, Treasurer – The year-to-date July – December (6 months) financial report:

**Pledge Revenue** through December is at 53% of budget, below the expected 60%.

**Sunday Basket** is 22%, \$2.6K, over budget. Donations are almost on budget.

**Glaser Center (GC)** rental revenue was on budget for December but \$2.8K under budget for the 6-months but this is more than offset by unbudgeted event & concession revenue. GC net income is on budget for the half-year.

**Other Revenue** is over budget due to the over budget performance of the Service Auction.

**Expenses** – Total expenses are \$4K under budget. UUA/PCD dues are budgeted at less than 100% but the 1<sup>st</sup> two quarters were paid at the full amount. Adjustments to payments, if required, will be made in the final quarter.

The \$7K budgeted EC distribution will not be expended until the last quarter to maximize fund appreciation.

**Net income** is \$14K, \$35K over budget.

**Cash** is adequate for normal operations.

Linda presented a synopsis of a proposed **Fund Raiser** which has been approved by both GC and FinStew. The proposal is "An Evening with Sheridan Gold & Friends" to be presented at the Glaser Center. UUCSR will retain concession proceeds while the artist will receive 40% of ticket proceeds net of expenses. Pam Tennant motioned, Alan seconded to accept the GC & FinStew fund raiser recommendation. Motion passed unanimously, 8-0-0.

Linda reminded BOT of an unspent amount of an **anonymous donation**; a portion of which funded the new projector system. The opportunity should be viewed in context with the potential EC funding, the results of the

“visioning” process, and the items that were presented at the congregational draft budget that were notably unfunded in that budget.

The **Pledge Drive** team has met twice. Work has begun on “messaging”, the new format, and the new pledging direction. Linda solicited BOT member support.

Jeanie mentioned that Dee Ray has accepted one of the **Service Auction** positions left vacant by Nancy Freeman’s and Kitty Wells’ decisions to withdraw from those two leadership positions.

**Glaser Center (GC) Report** – Joe Como mentioned a couple of potential rentals that may happen in the upcoming months.

**Goal Groups** – Alan Proulx reported that the **Vision Project** is in-process, with the survey results being assessed & the House/Neighborhood Meetings being conducted. Chris mentioned that Sibyl & Deborah Mason are struggling to identify “Captains” & “Facilitators” for the meetings. A “Captain” status update sheet was completed by the BOT members. The **Community Support & Communication** group reported that the Automated External Defibrillator (AED) installation & training will be started within the next 2-weeks.

**Minister’s Covenant with the Congregation** – The latest draft of covenant for ministry was reviewed. After some minor rewording, Marge moved, Susan seconded to accept the covenant as amended. Motion passed unanimously, 8-0-0.

**Congregational Meeting** – Final planning for the February 1 meeting was conducted.

**Draft Budget** – Terry Graham, Budget Task Force Chair, presented the FY15/16 draft budget which will be presented at the Congregational meeting in February. The budget requires a 2% increase in pledge revenue and includes \$19K increase in GC net income over that of FY14/15. Lists of notable items that are both in the draft budget & are not included in the budget were highlighted.

**Aesthetics Committee** –Committee Chair, Susan Bartholome, discussed the current charter being drafted.

**Human Resources (HR) Change in Reclassification Process** – The HR Committee proposed a change to the Employee Reclassification Process which was approved by BOT on 3 April 2014. The change ensures that a proposed reclassification change be reviewed by BOT whether or not HR approves the request. The current process definition precludes review by BOT if HR does not support the request. Joe moved, Marge seconded the recommended change. Motion passed unanimously, 8-0-0.

**Executive Session** – No Report

**Closing Words** – Alan read “Beannacht – For Josie” by John O’Donohue

**Meeting Adjourned** at 9:18 p.m.

Respectfully submitted -- Terry Graham