



Board of Trustees Meeting Minutes
Unitarian Universalist Congregation of Santa Rosa
19 February 2015

Members Present — Susan Bartholome (Vice President), Jeanie Bates (President), Marilyn Beckerbauer, Linda Stabler, Pamela Tennant, Marge Wright

Members Not Present — Joe Como, Alan Proulx

Quorum – Minimum six member quorum satisfied.

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

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 "Reaching for the Sun"

Timekeeper Volunteer – Sibyl Day

Agenda Review — Eliminate "Minutes Review" due to the late submittal

Treasurer's Report — Linda Balabanian, Treasurer – The year-to-date July – January (7 months) financial report:

Pledge Revenue through December is at 61% of budget, which was the expectation for last month (December)

Sunday Basket is 20%, \$2.7K, over budget. Donations are almost on budget and improved over last month.

Glaser Center (GC) rental revenue was \$1K over budget for the month and \$1.8K under budget for the 7-months. GC net income is on budget through January.

Expenses—Total expenses are \$3.8K under budget. Many of the over/under budget expense items are primarily due to late/early timing. There are no areas of concern.

Net income is \$17K, \$40K over budget.

Cash is adequate for normal operations.

The **Pledge Drive** team's latest meeting was last night. Team member assignments are being completed & are on schedule. Messaging theme is "Sustaining our Vision". Linda solicited BOT member support.

Financial Stewardship Team is recruiting members for next fiscal year. There will be at least one member retiring. Linda requested candidate suggestions and recruitment assistance from BOT.

Endowment funding distribution -- Jeanie suggested that the funding might include "scholarship" travel expenses for GA/UUA attendees.

Glaser Center (GC) Report — Linda distributed a list of February & March rentals, totaling \$12K. Budgeted average is \$3.4K/month. The rental deficits from July & August are expected to be eliminated by year-end.

Goal Groups — **Facilities/Infrastructure** – Pam Tennant shared some facility security items being considered. Potential implementations include: a front-door video camera that can be monitored from the office, after-hour entrance door & back gate sensors/alarms, a keypad system for the front door, and regularly scheduled maintenance to ensure that doors latch properly. John Jaffray added that a system to better monitor Sunday a.m. coat racks is being defined. Whatever improvements are planned will be conveyed to the congregation. **Community Support & Communication** – Susan reported that the Automated External Defibrillator (AED) installation in the social hall is complete, additional signage will be implemented, & the first 2-hour training will be Saturday, March 21. The congregation will be invited to sign up for additional training classes. **Vision Project** – Reverend Chris reported that the hard copies of house meeting reports are complete & assembled. The process to collect/summarize/analyze the inputs is being developed. A timeline for completing the process has not been established but will be complete for presentation at the June congregational meeting. Pam stated that the Facilities Group would like to see results early enough to impact the FY15/16 budget. A "Vision Forum", congregational meeting presenting the results is planned for March 15, after the Sunday service.

Minister's Report — The January 1 – February 15, 2015 minister's report was briefly reviewed. The report chronicles Reverend Chris' activities during that period. Events included the Sunday morning solstice service, Christmas Eve service / John Durr birthday celebration, monthly staff meetings with Deborah & Janis, memorial services, attendance at the Appointments Committee at UUA HQ in Boston, the initial meetings of the Last Pledge Drive Committee, "Visioning" process activities, a MUUGS retreat & a Pacific Central District meeting at UUCSR, the Martin Luther King observance at Santa Rosa High School, a meeting with North Bay Organizing Project clergy, the annual minister evaluation with the Committee on Shared Ministry, Deborah's UU parenting class, "Getting to Know UU" orientation class, Scripture Study class, offered a dharma talk at CityZen, pastoral counseling, BOT meeting, Congregational meeting, TIE Facilitators meeting, Worship Associates meeting, led worship for five Sundays, Vinnie's concert, attended the UUMA Institute for Excellence in Ministry, and met with Human Resource Committee.

Review of Congregational Meeting — The new meeting format, the meeting following the solitary early service, seemed to work. Attendance was highest ever. A number of people left before the meeting was complete but the voting issues were early in the agenda. A negative was that there was no Religious Education (RE) during the meeting. Will consider conducting RE at 11 a.m. rather than the babysitting which was provided.

New Board Members — The new BOT will meet after a service to elect officers for year 15/16. Current members will continue to serve except retiring President Jeanie, Joe Come and Alan Proulx. A Vice-President/President Elect and a Corporate Secretary will be elected. Jeanie will e-mail next year's members to solicit meeting date suggestions.

Minister Covenant Input Process — A covenant review will occur at the BOT retreat. There have been inputs from the congregation & likely will be more. Susan suggested that the President collect all inputs prior to consideration at the retreat. Susan will solicit comments through the newsletter.

DA Delegate — Rose St. John is a candidate for District Assembly (DA) delegate. Marge moved and Pam seconded that Rose be designated a delegate for the upcoming DA. Motion passed unanimously, 5-0-1. An additional member, Joe Como, voted on this issue via e-mail.

Members as Employees Policy — A 9 December 2014 revision, drafted by Reverend Chris, to the policy was reviewed. Topics generally include advantages of members as congregational employees, disadvantages, changes in relationships, guidelines, and the special process involved in considering members as employees. As a result of discussion, one change was made; changing a sentence to read, "The member-employee shall abstain from voting on issues that present a conflict of interest." Marge motioned, Linda seconded that the amended revision be accepted. Motion passed 6-0-0.

Accompanist hiring update — With BOT approval, an accompanist has been selected to fill that position.

New BOT Member Reception — A reception for new members was proposed by Jeanie for Sunday, March 1, 10:15 a.m. Marge moved, Linda seconded and the motion passed unanimously, 6-0-0.

Final reflections, questions, appreciations — Marge requested that a month-by-month annual BOT calendar be created to help guide members and provide a planned overview. Jeanie may create one while planning for next year with the new president, Susan. Pam expressed appreciation for Deborah Mason's monthly RE report.

Closing Words — Jeanie read a selection from the hymnal, "Give Us the Spirit of the Child" by Sara Moore Campbell

Meeting Adjourned at 8:28 p.m.

Respectfully submitted — Terry Graham