



Board of Trustees Meeting Minutes
Unitarian Universalist Congregation of Santa Rosa
14 May 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

Quorum – Minimum six member quorum requirement met

Non-Members Present — Linda Balabanian (Treasurer), Reverend Chris Bell, Sibyl Day (Corporate Secretary), Terry Graham (Recording Secretary), Bill Haigwood, John Jaffray, Mary Louise Jaffray, Sam Miller

Meeting called to order at 6:34 p.m. by Board of Trustees (BOT) President, Jeanie Bates

Opening Words & Chalice Lighting — Reading by Reverend Chris: “Perfection” from *The Devi’s Storybook* by Natalie Babbitt

Timekeeper Volunteer – Sibyl Day

Agenda Review — No changes

Minutes Review -- Minutes approved as amended

Open Mic — (1) Mary Louise Jaffray expressed appreciation for her nomination, along with John Jaffray and Gretchen Vap, for the “Good Works Award” at PCD Assembly, (2) John Jaffrey intends to status the security systems being investigated by the Operations Team at the congregational meeting.

Treasurer’s Report — Linda Balabanian, Treasurer – The year-to-date July – April (10 months) financial report:

Pledge Revenue through April is over budget by \$30K. The revenue for the month was \$62K, nearly twice the monthly average; largely attributable to pledges being paid in advance.

Sunday Basket is \$2.2K over budget; about \$400 less than what it has been since December.

Glaser Center (GC) rental revenue was \$2K over budget for March and \$7K over budget year-to-date. Based upon booked rentals for the last quarter, revenue is expected to be \$5K over budget for the year. Donations are on budget. GC net income is \$5.5K over budget through March.

Expenses—Total expenses are \$11K under budget but primarily due to timing.

Net income is \$53K, \$63K over budget.

Cash is adequate for normal operations.

Pledge Drive Update – About 15% of pledge cards have not been returned. Based upon a conservative estimate of these outstanding pledges, meeting the pledge goal for FY15/16 is forecast.

Philanthropy Team – The Philanthropy Team is a standing committee which replaces the task force, Canvas Committee. It consists of most of the members of the Last Canvas Committee. The team will deal with pledges and overall generosity. Team plans and the annual task schedule are being formulated.

FY15/16 Budget Update –Updating the FY15/16 budget, Terry Graham of the Budget Task Force, provided a list of budget differences from this year, FY14/15, a list of FY15/16 changes that the Budget Task Force has compiled since the draft budget was presented at the February Winter Congregational Meeting, and a list of potential decisions that BOT may consider prior to approving a budget to take forward to the congregation for approval. The Board finalized and approved a budget in Executive Session.

Endowment Distribution – Jeanie reported that the Endowment Committee approved a FY15/16 \$7.8K distribution toward courtyard improvement. The Board will request congregational approval of the distribution at the upcoming congregational meeting. The improvement includes a 4-week test period of a single sun shade strip that could become as many as 8-strips in the future. The \$7.8K will not fund the potentially complete 8-strips. The Operations Team will perform the installation in late summer.

Glaser Center (GC) Report – There was no report other than the financials previously presented by Linda B.

Goal Groups — **Facilities/Infrastructure** – Jeanie expressed appreciation to the Group for the compilation of potential facility improvements and cost estimates. **Visioning** – Reverend Chris conveyed that a prioritization of accumulated ideas will be conducted at the Board retreat. Alan Proulx will status the Visioning group activities at the congregational meeting. **Community Support &**

Communication – (1) Marge Wright invited feedback re the All Congregation Activities Fair, Sunday, 19 April. Twenty-seven organizations were represented. Reverend Chris observed that the courtyard was bursting with life. (2) Susan Bartholome announced that the recently completed CPR/AED training of the Saturday Breakfast staff will be repeated for additional trainees in the future. With regard to previously expressed concerns about individuals who do not want to be defibrillated, Bob Anderson opined to Susan that those individuals should perhaps consult an attorney to determine how to best inform potential “Good

Samaritans” of their wishes. (3) Jeanie Bates made a draft copy of a “How Things Get Done” flyer available for review. Copies of the final version will be distributed at the congregational meeting. Billie Sue Fischer has been instrumental in creating the flyer.

Minister’s Report – Reverend Chris distributed the April 21, 2015 – May 11, 2015 report. The report includes a litany of Chris’ activities for the month; meetings with staff, Board President, Committee on Shared Ministry, Adult RE, Treasurer, Philanthropy Team, new members, and Worship Associates; participation and reflections on the PCD and UUA; activities with CityZen, the Youth Group, and the Advocates for Social Justice retreat. Chris provided status of efforts toward achieving specific goals from the “covenant”. Chris described the activities of the North Bay Organizing Project and his, as well as the congregation’s, support. Chris expressed concern over the growing need for space; some RE Sunday activities will be conducted in the Boardroom.

Sunday Morning Hospitality Policy Proposal – John Jaffray, Operations Team, proposed, “It is the policy of UUCSR to warmly greet members and visitors alike on Sunday mornings, and invite them to our Service. Visitors are to be warmly welcomed from 8 am until 1 pm (9 am to 12 noon during the summer schedule). Coffee and tea will be available before the first Service and be removed during the Service, with the Kitchen closed. Beverages and snacks will be provided before and after the Second Service, and removed during Services, with the Kitchen closed during the Service. It will be at the sole discretion of the Officer of the Day (OD) and the Sexton as to what constitutes ‘disruptive behavior’, and warrants asking visitors to leave.” The ensuing discussion included where the policy shall be posted, and training of the volunteer Officers of the Day to achieve consistency. John expressed that the current officers and the sexton have an existing good sense of how and when to deal with issues. Jeanie asked John to query the officers and sexton regarding what help they may need from the Board/congregation. Pam Tennant moved to accept the policy, Linda Stabler seconded; the motion passed unanimously, 7-0-1.

Preparation for the June Congregational Meeting – Jeanie addressed several items: (1) the upcoming Spring congregational meeting will be at 9:15 a.m. on Sunday, 7 June 2015. (2) A motion by Marge and second by Alan to conduct the meetings in the next fiscal year at 10:30 a.m. on October 4, February 7 and June 12, passed unanimously, 8-0-0. (3) Goal Groups are to submit their PowerPoint to Erin Howseman no later than 30 May 2015. (4) “Appreciation” recipients were selected; Marge will make the presentation.

Request from Dungarvin – Jeanie distributed copy from Dungarvin, Beaver Street, Santa Rosa, describing their day care and transportation services provided to individuals with medical, physical and behavioral needs. Dungarvin requests that UUCSR provide an alternative site that would allow staff and people served to temporarily relocate in case of damage to their building following a natural disaster such as an earthquake. The relocation would be temporary until alternative arrangements could be made. Dungarvin’s insurance would apply while at UUCSR. The UUCSR facility is to be used only as a way station while Dungarvin contact parents/caregivers arranging transport home. Pam moved and Marge seconded to commit to providing site availability. Motion passed unanimously, 8-0-0. The agreement is to be entered into the Policy book.

Delegate to General Assembly – Joe moved and Susan B. seconded that Susan Panttaja be approved as a delegate to the upcoming General Assembly. Motion passed unanimously, 8-0-0.

Final Reflections – Jeanie noted that there is but one meeting for members leaving the Board; Joe Como, Alan Proulx and herself.

BOT June Meeting — Thursday, 18 June 2015, 6:30 p.m., Boardroom

Closing Words — Marge read a selection from 19th/20th century UU Minister, Samuel McChord Crothers, of The First Parish in Cambridge

Meeting Adjourned at 9:07 pm

Respectfully submitted -- Terry Graham