

CONGREGATIONAL MEETING MINUTES
UNITARIAN UNIVERSALIST CONGREGATION OF SANTA ROSA
October 2, 2016

Quorum count confirmed.

Call to order at 11:50 a.m. by President Bill Haigwood.

Appointment of Recording Secretary : Sharon Smith

Chalice lit by Millie Phillips.

Agenda Review: OK as is with minor change in order.

Board of Trustees Members in attendance: Bill Haigwood (President), Marge Wright, Michael Randolph, Linda Stabler, Sam Miller, Natalie Brundred (Vice President), John Jaffray

Board of Trustees Members Absent: Gretchen Vap, Tom Bond

State of the Congregation Report – Rev. Chris: Once a year a report is given on the overall state of the community. What are our hearts, minds and actions like? Are they decent, loving, and generous to support the work here? Rev. Chris's opinion is that this community has a loving, spiritual state about us. Very hospitable and generous. The state of the Congregation is very good. We can always look for ways where we can take better care of ourselves. A puzzle yet to be solved is how our fundraising will play out with skipping the pledge drive. The only negative feedback to not having a pledge drive is that people do miss the one-on-one conversations with members. Can we do this some other way? Communication for community building is an area of focus – it is an untapped area. This is a time of transition around the musical staff with personnel changes. We have a new bookkeeper that has allowed some of Janis's time to be freed up. We have a loyal and dedicated staff. We are in good shape.

Pre-school Update - Jan Hess: The lease has been worked on with a local attorney since the last meeting. Joe Como and Jan have been reviewing the attorney's comments and hope to have the contract completed next week. Bud Willis is working on getting a bid for contractor updates. This is taking longer than expected. The pre-school tenant is anxious to get the lease and bid. After that is completed they can apply for a license to start the pre-school. Everything appears to be on track to start in 2017.

Treasurer's Update – Linda Balabanian: 2015/16 Financial Highlights. Another good year! Pledge revenue is under budget; donation revenue is over budget; fundraising revenue was well over budget – mainly the result of a very successful service auction last November. The Glaser Center net income was on budget; total expenses were under budget (after kitchen upgrade, security system and completion of courtyard project – we had \$4,000 net loss. We expected to use prior year's cash and a large member donation for those projects but were able to retain half the donation and all but \$4,000 of the prior year's cash – net income). We have paid \$136K in Member Notes since we paid off the bank mortgage in February 2013. \$332K balance should be paid off in about 7 ½ years. Financially, another good year! * continued growth * meaningful programs *your generosity

2016/17 Financial Highlights so far....Pledge revenue is over budget (last year we were under budget); Sunday basket is under budget (same as last year, not unexpected for summer months); Expenses are also under budget as usual for summer months; So, we have made a strong start to the year.

Our website makes it easy. If you haven't already, please set up an automatic payment from your checking account or credit card on our website. It's quick and easy and allows you to control your giving while helping maintain an even cash flow for UUCSR. The Service Auction is November 5. This is our largest fundraiser of the year. Please plan to attend and participate. Come up with your own ideas for a fun or useful auction offering. Bid early and often.

Proposed FY16/17 Budget – Terry Graham: Summary of Revenue Budget – changes since June 2016. Donations are up \$23K because a \$20K donation was received; long-term rental is up \$18.5K – pre-school rental will be \$19.5K starting in 2017, 545 deposit/settlement \$4K, \$5K subtracted from 545 rental since not renting; pledge revenue is down \$20K because of loss of high pledger. Summary – revenue is up \$21.5K. Summary of expense budget changes since 2016. PCD dues up \$5K; repairs & maintenance up \$9K; Utilities up \$2.5K because of moving into 545 and the pre-school activity; potential improvements or additions to HR programs up \$5K; summary expense up \$21.5K.

The Congregation was supposed to approve the FY16/17 budget in June but at the June Congregational meeting this didn't show up as a voting item so we are doing it today. MOTION – Terry Graham – I move that the Congregation approve the budget as presented. Seconded. All in favor – approved.

Phase one facility improvements for the 2nd floor: John Jaffray/Kristin Olney. Diagram and details were furnished in the packet sent to all members in the mail. Open 5 rooms for meetings, small groups or offices; provide heating and cooling in most but not all areas; efficiently use space for committee storage and work spaces; provide a resources library and book storage; provide additional open areas to meet and gather; maximum occupancy is 16 people per code; cost is \$75,000 to \$85,000. Three sources of funds: excess cash from FY14/15, building systems replacement funds, anonymous donation; improvements: HVAC replacement; flooring; paint; interim lighting; and shelving. Future improvements: a second set of stairs, a chair lift. Would like approval for these improvements today so that they can start tomorrow. MOTION: Kirsten Olney – I move that the Congregation approve spending between \$75-\$80K for second floor improvements. It is outside the budget so needs this Congregational vote. Seconded. All in favor. Passed.

BOARD OF DIRECTOR GOALS:

HR Goals/Group Report – Linda Stabler: Research possible new job for Assistant Minister; restructure administrative jobs in light of the hiring of a bookkeeper. The plan – for the Assistant Minister: write job description, make sure job classification is correct, determine percent time (hopefully at least ½ time), predict salary and benefit costs, get budget approval, create and initiate recruitment plan, interview applicants, make final selection. Administrative services: remove bookkeeper duties from the current administrator, identify potential new job duties, review with Chris, Finance and HR, write new integrated job descriptions, establish performance criteria, implement newly revised jobs.

Facilities/Operations Goal Group: John Jaffray – The Operations Team is active in cooperating with other committees on use of the 545 space. One of the things we have been looking at is buying new couches that would go in the Board room. Other than there it is a matter of people figuring out where's the best place to meet.

Funding Development Goal Group: Bill Haigwood – Pledges and Fundraising: Enlist more fund development volunteers to promote sustained giving; increase pledge giving by autopay; encourage and acknowledge annual pledge increases; support adequate funding of staff and committees; support Philanthropy Team's efforts to increase pledges; encourage and support congregation fundraisers. Increasing Assets, Gifts & Legacy Giving. Support goals of the Endowment Committee (increase visibility by recognizing contributors and presenting events; provide education about benefits of contribution through bequests and planned giving); expand the Legacy Circle (honor those who have contributed directly to the endowment or have put UUCSR in their wills); create and maintain long-term database (include history, promotions, and notes of endowment outreach), recognize contributors: naming opportunities, special events, acknowledgements, etc. Create a strategic plan setting forth fund development goals and time line; add three members to the Endowment Committee.

Leadership Development Goal Group: Natalie Brundred – FY2016/17 objectives. Develop potential leaders within the congregation (identify them and develop skills), support committee/team chairs in developing their team member's leadership skills, support new members in volunteering. What we plan to do: develop and maintain an accurate roster of committee/team chairs; contact each new chairperson to identify and provide what support they need; interview new members about their skills and desires to contribute their time; develop an Adult RE program centered around leadership for this coming Spring; host a 1-day "Interdependence Day" regional conference. (Creating Beloved Community – 3 sessions. Open to everyone - \$10 to attend each day – November 12 – 9-4)

Acknowledgements: Members recognized for outstanding service to the church: Sara Jones, Scott Miller, Kirsten Olney, Susan Williamson, Joe Como; honorable mentions: Jan Hess, Barry Noe.

Meeting adjourned at 1:15 p.m.

The next Congregational meeting will be held on Sunday, February 12, 2017.