

**Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
March 15, 2018**

MINUTES

Voting Members Present: Natalie Brundred (President), Gretchen Vap (Vice President), Michael Randolph (Treasurer), Melinda Napier (Corporate Secretary), Sara Jones, John Jaffray, Gretchen Paradis, Sean Freese

Voting Members Absent: none

Non-Members Present: Rev. Chris Bell, Linda Stabler, Erin Howseman, Susan Thollog

Meeting called to order at 6:32 p.m.

Chalice Lighting, Opening Words and Principles song: Rev. Chris and Natalie

Check-in and 1-on-1 Activity: Natalie and Rev. Chris

Agenda review: The agenda (updated and distributed by the President earlier in the day) was approved without modification.

Minutes: February's board meeting minutes were amended to show that evening TIE groups *will* be included in the next cycle. Some typos were pointed out for correction. With these changes, the minutes were approved.

Open Mic:

John reported that Bud Willis has designed two carts to hold the choral risers that are stored behind the stage in the Sanctuary. The new carts will enable better organization and safer storage of the risers. The Board agreed that a letter of thanks will be sent to Bud on completion of the project.

Melinda N requested that the Board consider rescheduling its June meeting, because that day is the Summer Solstice. The Board agreed to meet instead on Wednesday, June 20.

REPORTS

Stewardship Team presentation: Erin Howseman

Erin acquainted the Board with the scope of the team's work and its plans in relation to this year's initiative.

The team's purpose is promoting the mission of the congregation. It aims to lift up our shared values, and the value of our congregation, to our members. It intends to foster a spirit of generosity toward each other and the greater community.

For the 2018/19 budget, Stewardship's plan includes testimonials from the pulpit and on the website and e-letters to the congregation. There will be tables set up at services on Sundays April 8 and April 15 to reach out in person. We're seeking increases in sustaining pledges, not single, one-time donations.

Any incremental increase henceforth will count toward the 2018/19 initiative, even though the fiscal year doesn't begin until July 1. The Stewardship Team is not charged with keeping track of pledges. We'll stay on this until we meet the goal. It will be part of our ongoing life at church.

Staffing: Linda Stabler

California passed a law that requires employers to provide paid sick leave (SL) annually for employees who work at least 30 days per year. The law is effective starting July 1, 2015.

The Board discussed whether these benefits could or should be made retroactive and agreed that more information was needed to make that decision. It would be desirable to apply the new policy retroactively, if possible. Linda will come back to the Board with more detailed recommendations.

Performance Evaluation Categories and Percent Increases - VOTING ITEM: Linda Stabler

Linda presented the 1 - 5 scale that the Human Resources Team proposes for annual personnel evaluations of the church's employees. There is a set range for salary increases for each number on the scale.

The increase in overall personnel costs next year is expected to be less than 2% above this year.

VOTE: The Board unanimously approved adoption of the scale. The Board thanked her for her excellent work on improving the church's personnel systems.

Treasurer's Report: Michael Randolph

Bookkeeper

Laura Blum has accepted the job of bookkeeper, at 16 hrs/week.

Budget

Michael has changed format of the Treasurer's Report so the whole report is on one page.

Year-to-date we are running a surplus of \$16,100. Non-operationally, which includes building improvements, transfers from endowment, realized gains from investments and transfers from Saturday Breakfast, we are running a \$26,900 surplus. So compared to our budget, we are doing very well. Pledges are right on target.

Proceeds from the Auction (combined with the November event), are expected to be in the range of \$25,000.

The Finance Committee needs 5 people. They don't all have to have professional-level financial experience. The time commitment is about 1-1/2 hours per month for the meeting, but could involve more time depending on how deeply one gets involved.

Minister's Report: Rev. Chris Bell

Rev. Chris presented a list of what he has done since his last Minister's Report. He said it's helpful for him to compile the list, and intends that it be informative for the Board.

Assistant Minister (AM) Team: The hiring team has met, and interviews are scheduled for the week of March 18th. Rev. Chris will talk with other potential candidates at the upcoming UU retreat.

Director of Religious Education (DRE) Team: There are a number of strong candidates. The team plans to do an initial ranking on Sunday, March 18th.

It's likely that the recommended AM candidate will be voted on by the board in April, and the recommended DRE candidate will be voted on by the Board

in May. Hiring of the people would follow board approval. It would be desirable to hire both before the June congregational meeting.

NEW BUSINESS

Naming Policy - Discussion and VOTING ITEM

The board discussed clarifications and made final modifications.

VOTE: The Board passed the policy unanimously. The final draft will appear in the April newsletter and will be sent out in the packet for the June Congregational Meeting.

Communications Coordinator - Discussion: Sean Freese

Sean presented an extensive list of what a Communications Committee and Communications Manager would cover. The scope is broad and complex, and several committee chairs have “burned out” in the past.

Because there is no committee or chair now, each of the many functions is being carried out independently, and in some cases are not happening at all. Interconnections among the functions aren’t happening; there’s little or no oversight; and no one is evaluating our communications for accuracy, freshness, etc. There are many individual heroic efforts going on, but no cohesive strategy.

The Board agreed that the church needs leadership in this area. Our budget won’t allow hiring a Communications Coordinator at this time, but it will be appropriate for our next initiative.

Emergency Procedures Manual: Gretchen Vap

Millie Phillips has given us an emergency procedures manual from the San Francisco UU church. It’s about 15-20 pages and needs to be modified/edited for our church. Melinda agreed to assist Gretchen in that effort.

Gretchen V noted that a phone list of emergency contacts does exist as part of our disaster preparedness plan.

ONGOING BUSINESS

Liaison Concerns

- People need to be encouraged to sign up to be TIE (Together in Exploration) group leaders.
- The Board discussed the need for consistent help for the social hour. Ellen O'Hare is close to being ready to hire someone to take it on for \$15/hour for 3 hours each Sunday.

Talk to a Board Member Report & Scheduling

Comments and suggestions from past Sundays were discussed and delegated where necessary.

VOTING ITEM: Michael R proposed that the schedule be changed from weekly to every other week. Voted in favor = 4; voted against = 2; abstained = 2. **MOTION PASSED.**

The meeting was adjourned at 9:10.

Next Board Meeting: Thursday, April 19, 2018, 6:30 pm in Board Room

Respectfully submitted by Susan Thollaug, Recording Secretary.