

**Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
April 19, 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, John Mason, Susan Thollaug

Meeting called to order at 6:30 p.m.

Chalice Lighting, Opening Words: Rev. Chris and Natalie

Executive Session (with only voting members present)

General Session Resumed

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

Agenda review: The agenda was approved without modification.

Minutes: March minutes approved with 1 change.

Open Mic: No items.

REPORTS

Staffing: Linda Stabler, Human Resources Consulting Group Assistant Minister - VOTING ITEM

The Assistant Minister (AM) hiring committee (members: Rev. Chris, Natalie (Board President), Linda Stabler (head of HR), Lucia Milburn (head of COSM) and Scott Miller (head of Worship Associates and RE parent)) interviewed the top three applicants out of 5 total applicants. The committee recommended unanimously that the Board hire the Rev. Dara Olandt.

Rev. Olandt has a Master's in Divinity from Starr King School for the Ministry. She previously served the UU Congregation in Blacksburg VA, and is currently the chaplain at Mills College. She is especially interested in youth/campus ministry, intergenerational and interfaith ministry, and pastoral care. She will continue to work part-time at Mills. Rev. Olandt will be working half-time (20 hours/week). Her contract will begin August 1.

The Board unanimously approved hiring the Rev. Dara Olandt as UUCSR's Assistant Minister.

Director of Religious Education - VOTING ITEM

The Director of Religious Education (DRE) hiring committee (Rev. Chris, Linda Stabler (head of HR), Susan Miller (parent), Julie Malm (former DRE), Janet Barrows (RE teacher) and Megan Foote (teen)) reviewed 10 applications for the DRE position and interviewed 3. The committee unanimously recommended Jennifer Freese to the Board for hiring.

Jennifer is a member of the UUCSR Congregation. She has a Master's degree in education from Columbia University, and extensive experience as an educator, having taught across the age spectrum. She's done lots of curriculum development and owned her own business.

Sean Freese recused himself from this vote, being the husband of the candidate. **The remaining voting members of the Board (7) unanimously approved the hiring of Jennifer Freese as Director of Religious Education.**

Natalie will announce these two personnel decisions to the Congregation at next Sunday's services.

Workers' Comp for Volunteers - VOTING ITEM

Since 2015, the State of California has required private non-profit organizations to cover job-related injuries for volunteers as well as employees. UUCSR has been paying for this coverage since 2015, so there will be no additional insurance costs.

The Board voted unanimously to adopt this mandatory policy.

Treasurer's Report: Michael Randolph

Over the first nine months of this fiscal year, UUCSR is essentially breaking even. We're well under budget with utilities and supplies. Restricted funds are at about \$40k. We are down \$16k in payments of pledges this year.

Michael noted that the church's bank balance fluctuates daily. It could appear that we are flush, but that would be a misunderstanding of our money flows. In discussing our financial situation with our membership, it's important to convey that we're not flush, but we do have the cash flow to cover our expenses.

Minister's Report: Rev. Chris Bell

February-March was an exceptionally busy month. Many of Rev. Chris's goals for the year are being met.

NEW BUSINESS

Bylaws Revisions - discussion and VOTING ITEM - Natalie, John Mason (Task Force member)

In February of this year, the Board appointed a committee to review UUCSR's Bylaws, comprised of: Ellen Skagerberg, Mary Louise Jaffray, John Mason, and Natalie B. They've completed a focused review, and recommended several changes. There will be forums on the first two Sundays in May for members to discuss the proposed changes in advance of the June Congregational Meeting.

The proposed changes are:

- (1) Article II
 - a. Incorporate the UUCSR's Vision, Mission, and Covenant into the Bylaws.
 - b. Change the phrase "care about" to "care for" each other.
 - c. Change wording from "of the UU Association" to "of Unitarian Universalism," to reflect our broad commitment to the principles and aspirations of the UU movement.

(2) Article IV Section 2

The changes in this section are related to Congregational Meetings (CMs) and are extensive. The highlights:

- a. Reduce the number of CMs per year from three to two.
- b. Hold the CMs in January and June.
- c. Include mention of non-business meeting(s) be convened at the discretion of the Board. Such meetings would be called Town Halls. Town Halls fill the need that people feel for whole-Congregation gatherings. We could hold at least one, probably in the fall, on topics of compelling interest.

Early each May, a proposed budget for the next fiscal year will be sent to members. Forums will then be held for the Congregation to discuss and provide feedback. Any changes will be incorporated by the Financial Committee, and the final budget proposal will be sent to the Congregation with the CM packet. The Congregation will vote on the budget at the June CM.

The Board unanimously approved changing the Bylaws as proposed.

Endowment Fund distribution - Initial Discussion

The Endowment Fund generated more than 5% in earnings last calendar year, so the Congregation can take a distribution of \$12,300. Some possible ideas for the distribution are:

- a. Remodel the men's bathroom.
- b. Replace microphones. The current mics need to be replaced. We also need omnidirectional mics.

- c. An ice machine would be helpful for gatherings in the social hall.
- d. Sound panels to improve acoustics in the Social Hall. This would let us see if it has an impact, as a test.
- e. A speaker in the back of the sanctuary. A few people have commented that it's hard to hear in back of sanctuary, especially under the overhang.

- f. Continue to work on remodeling upstairs, chipping away. Not recommended, because it will be much more cost effective to do all the remodeling at once.
- g. New carpeting. Not recommended, because it's already included in the budget.
- h. Sink in the kitchen leaks. Not recommended, because that's a repair and not appropriate for the Endowment funds.
- i. Replace headsets in the Sanctuary. Not recommended, because though we will need to replace them within a couple of years because the frequency they run on has been sold, we should continue to use them until replacement technology is needed.

The Ops Team will get prices on most items. Sean will work to get prices on mics. The Board will finalize their recommendation at the May Board meeting, to be presented to the congregation for approval at the June CM.

ONGOING BUSINESS

Liaison Concerns:

TIE group leaders are in short supply for the coming year. The Finance Committee (FinComm) desperately needs members. The Communications Committee is an ongoing challenge.

Talk to a Board Member

It was agreed that in general the Board shouldn't try to solve all problems that are brought up, but rather should delegate or refer them to committees, and follow up to make sure it got done.

Final questions/comments

Would it be workable to train folks on Google Drive or Dropbox so that we can share documents and be sure we have the latest version?

We do already have a Google Drive folder for the Board. Natalie will send a Google Drive link and will send documents via email too.

Closing words.

The meeting was adjourned at 8:55.

Next Board Meeting: Thursday, May 17, 2018, 6:30 pm in Board Room

- ***Note that June's Board Meeting will be on Wednesday, June 20.***

Respectfully submitted by Susan Thollaug, Recording Secretary.