

**Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
May 17, 2018**

MINUTES

Voting Members Present: Natalie Brundred (President), Michael Randolph (Treasurer), Sara Jones, John Jaffray, Gretchen Paradis, Sean Freese

Voting Members Absent: Gretchen Vap (Vice President), Melinda Napier (Corporate Secretary)

Non-Members Present: Rev. Chris Bell, Linda Stabler, Susan Thollaug

Meeting called to order at 6:32 p.m. The quorum requirement was met.

Chalice Lighting, Opening Words: Rev. Chris and Natalie

Agenda review: The agenda was approved without modification.

Minutes: April minutes were approved as submitted.

Open Mic: No items.

REPORTS

Staffing: Linda Stabler, Human Resources Consulting Group

UUCSR has hired people for four positions recently. Linda updated the Board on their status:

- New Director of Religious Education (DRE), Jen Freese, will train with outgoing DRE Deb May 21-31, and will start officially on June 1. Her hiring paperwork is in progress and will be completed soon.
- New Assistant Minister, Dara Olandt, will meet with Rev. Chris to begin to develop a shared workplan. She will sign a letter of agreement soon. Her official start date: August 1.
- Our recently-hired Bookkeeper, Laura Blum, continues to do a great job organizing our bookkeeping systems.
- Our newest hire is Andrew Bullene, who will take on the main responsibility of setting up/cleaning up the kitchen/Social Hall for Sunday Coffee Hour. Andrew has already trained with Ellen O'Hare, who will continue to oversee Coffee Hour operations. Andrew will begin officially on May 20.

Treasurer's Report: Michael Randolph

This fiscal year, we've about broken even when income from the Glaser Center is included. However, we're about \$30k behind in terms of pledge payments for this fiscal year. Michael has asked Janis to send out email reminders. The same thing happened last year.

Minister's Report: Rev. Chris Bell

NEW BUSINESS

2018-2019 Budget: Michael Randolph - VOTING ITEM

Sources of Income

Pledging: The base amount committed for the coming year is pretty solid (\$440k). In addition, we've already seen pledge increases of about \$39k for next year through the Initiative to Hire an Assistant Minister.

Originally, we projected that we'd need to raise an additional \$60k/year in pledges for the coming year, but it's closer \$65k because of increased payments that we will need to make to the UUA. The Initiative to raise pledges will be ongoing until the goal is met.

The Initiative: Sara and Natalie volunteered to work the Stewardship Team table on June 17, and Sean and John on June 24. There will also be testimonials and mentions from the pulpit.

Uses of Resources

Our new hires constitute the most significant change to our budget for the coming year. UUCSR's budget is 70-80% personnel.

Utilities went up: Recology is now \$500/month. Peter is looking for ways to reduce our garbage output.

Cash on Hand:

Although the church has about \$85k in available cash, i.e., liquid assets against current liabilities, that amount will cover only about 1½ months' expenditures. It would be good to have a 3-month buffer.

Overall, Michael, Natalie, and Rev. Chris are confident about covering the additional expenses in the next fiscal year.

VOTE: Sara J moved and Gretchen P seconded a motion to send the 2018/2019 budget, as presented by Michael, to the congregation for approval at the June CM. The motion passed unanimously.

Congregational Meeting: Natalie Brundred – VOTING ITEMS

Agenda

There will be six voting items:

- Approval of Endowment Fund distribution for 2018-19
- Presentation of proposed 2018/19 budget
- Nomination & Election of Nominating Committee members
- Naming Opportunities Policy
- Ratification of Chair of Advocates for Social Justice
- Proposed changes to Bylaws

Bylaws revisions: These will be presented by Ellen Skagerberg, representing the Bylaws Task Force. The biggest concern expressed at the two Forums that were held was that board would not call at least one “Town Hall” meeting per year if it were not mandatory. To respond to that concern, a separate *congregational policy* will be voted on in addition to the Bylaws revisions. The policy will require that the Board call at least one Town Hall-type meeting annually. The text of the Bylaws revisions will remain the same as that approved at the April BoT meeting.

A cover letter will go out with the CM packet explaining why the Bylaws revisions are supported by the Board, and addressing concerns expressed about the congregation not meeting enough.

VOTE: Sean F moved and John J seconded a motion to send the Bylaws revisions approved by the Board in April, and the Town Hall-type meeting policy to the congregation for approval at the June CM, via two separate votes. The motion passed unanimously.

Endowment Fund (EF) distribution:

For the coming fiscal year, the amount provided from the EF will be \$12.3k.

The Operations Team recommends using this year’s EF distribution to begin installation of acoustical tiles in the social hall. When the hall is full of people, the decibel level approaches 80, which is *very* high. The Ops Team is proposing that we purchase tiles and install them ourselves. The areas with low ceilings would be prioritized. John said that the cost (without labor) for the whole Social Hall would probably be about \$12.5k.

It was also noted that it would be good to have some funds available for starting up a campus and young adult ministry. In the range of \$2k - \$3k would be sufficient.

VOTE: Sara moved and it was seconded that the Board recommend to the congregation that we use the EF funds for the coming fiscal year as follows:

- \$10k for acoustical tiles for the Social Hall (to be installed by the Ops Team)
- \$2.3k for campus/young adult ministry

The motion passed unanimously.

Appreciations

Several people were selected to be recognized at the CM for their contributions to UUCSR.

Sara asked fellow Board members to include in their liaison conversations with committee chairs a question about whether there are people on their committees who've made important contributions "under the radar" that should be recognized.

ONGOING BUSINESS

Liaison Concerns:

Discussion was had about whether or not checking in with committee chairs every month is too much. The conversation was tabled, to be addressed at the board retreat.

Talk to a Board Member

The board reviewed the concerns mentioned and determined to whom each one should be referred.

Final questions/comments

We're ready for a loving send-off for Deb.

The meeting was adjourned at 9:02.

UPCOMING

- ***The Congregational Meeting: June 10 at 11:00 am.***
- ***Next Board Meeting: **Wednesday** June 20, 6:30 pm.***
- ***No Board Meeting in July***
- ***August Board Meeting: August 16***
- ***Board Retreat: August 17-18***

Respectfully submitted by Susan Thollaug, Recording Secretary.