

**Board of Trustees Meeting  
Unitarian Universalist Congregation, Santa Rosa  
October 18, 2018**

**MINUTES**

**Voting Members Present:** Natalie Brundred (President), Sean Freese (Vice President), Michael Randolph (Treasurer), Joe Como, John Jaffray, Sara Jones, Gretchen Paradis, Karen Simmons.

**Voting Members Absent:** Cathie Wiese (Corporate Secretary), Gretchen Vap.

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

**Meeting called to order at 6:32 pm**

**Chalice Lighting, Covenant, Opening Words:** Rev. Chris and Natalie

**Agenda review:** No changes.

**Minutes:** September minutes were approved as submitted.

**Open Mic:**

- It was suggested that whatever needs follow-up from board meetings be reviewed at the end of the meeting and then revisited at the following meeting to help the Board keep better track of its intentions/commitments. The Board agreed to adopt this practice immediately.
- Reid Stinnett, the Chair of the Endowment Team, will report to the board at the February meeting on the Endowment Fund. Also, the team has a campaign to have 100 members in the Legacy Circle by the end of this calendar year. We're currently at 89.

**Update on Hiring Temporary and Permanent Administrative Managers**

A temporary office manager, Damilia Loupy, has been hired. She's working 25 hours per week, has adapted quickly, and is doing excellent work. She's available to work for us in this interim position until April or May 2019, when she plans to go abroad.

The current plan is to advertise for the permanent administrative manager position in January. Meetings were held with stakeholders to have input on the job description. Linda Stabler has written a preliminary job description that will need minor tweaking.

## **Minister's Report**

Rev. Chris expressed gratitude to the Board and Congregation for supporting his attendance at a week-long Zen retreat earlier in October. On the heels of the retreat, he attended a 2-day regional meeting of UU ministers.

## **Board Focus Area Reports**

### Intergenerational Ministry:

- Jen Freese and members of this group had organized the initial painting of the youth room. This project has been postponed until next year.
- For intergenerational gatherings, there's a lot to do and we're getting good insights. What works may be informal, with food, fun — perhaps one-time projects. We're learning.

### Finance:

To achieve the Initiative's goal, we're planning to move toward a one-to-one approach. About 25% of the Congregation has increased its pledges. We plan to reach out to the middle range of our pledging households. The board agreed to participate in contacting people. Rev. Chris will draft a script, and recommended meeting in person when possible, rather than phone calls. The Stewardship Committee will provide the names of people to contact.

### Upstairs:

A Town Hall presentation on renovating the Glaser Center's upstairs area (possible name for this effort: "Second Floor to the Future") is being prepared. Joe noted that the building itself is very solid. Because it was a theater, the second floor was constructed to support a load almost as great as the first floor.

## **Town Hall Agenda**

The agenda was approved as written.

## **Discussions**

The board started a conversation about how the board can support the UUCSR staff, and how to strengthen connections between staff and board members. Initial ideas included:

- Taking the staff to lunch or dinner for the holidays.
- "Staff Sunday" appreciation included in a Sunday service.
- Certificates and awards (which are used a lot in government).
- Getting to know the staff when you're in the office. Sending an appreciative note to an individual.
- Flowers
- Not limiting appreciations to the holidays.

Rev. Chris noted that showing appreciation to our great staff is so important. We tend to focus our appreciation on volunteers more than staff. The board will be reflecting further on this issue.

### **Liaison Concerns**

- Caring Connections: Mac Freeman will be taking over from Lois Clement.
- Breezeway Landscaping: Marianne Sonntag would love to help. The vision for new landscaping is to use lower height plants after removing the tall shrubs on the left side. Our neighbor is open to putting a trellis on the right side of the breezeway.

### **Review of Talk to a Board Member (TTABM) Notes**

#### **Treasurer's Report - Michael Randolph**

Based on information that's still incomplete, we appear to be down \$14-\$16,000 in terms of expected income for the first three months of the fiscal year. There are two main issues: (1) The Glaser Center hasn't been tracking income, but that will be sorted out soon. (2) Of potentially more significance is that pledges are down compared to last year.

We need an additional \$40,000 in pledges this year as well as keeping up with existing pledges. The month of October has, historically, been high for income. The apparent "deficit" could just be a fluke. A lot of people have gone to quarterly pledge payments, which would be paid during October. It is likely that a high percentage of the current pledges will be collected by the end of the fiscal year.

Our expenses are normal — nothing excessive.

Michael has asked our bookkeeper to pick up more of the financial management tasks. He'd like her to develop the budget, and have FineComm review it.

Some board members are concerned about reinstating something like a pledge drive because of how much work is entailed. One possibility is to go to people every 3-4 years, so it would be more manageable.

### **Action Items Summary**

- Natalie: resend revised DRE report
- Everyone: think about joining the Legacy Circle
- Rev. Chris: send out Minister's Report via email
- Rev. Chris: draft a script for the pledge effort
- Michael: bring up the possibility of a modified pledge drive w/Stewardship.
- Susan: listen to Daniel's recording of the Town Hall and write up a summary. She requested that one of the attendees listen with her to the recording.
- Joe: facilitate slides, recording, mics for the Town Hall
- Sara: be the Town Hall attendee counter
- Sean and Michael: distribute cards
- Everyone: think of other ideas of how to appreciate our staff
- Karen: develop a proposal for landscaping
- John: resolve key fob issue with a member

### **Closing Words**

### **Meeting Adjourned at 8:54 pm**

*Next Board Meeting: Thursday, November 15, 2018, 6:30 pm in the Board Room*

Respectfully submitted by Susan Thollaug.