

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

**MINUTES**

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

**Non-Members Present:** Rev. Dara Olandt, Susan Thollaug (Recording Secretary)

**Meeting called to order at 6:31 pm**

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

**- EXECUTIVE SESSION -**

**Minutes:** October minutes approved with correction of a typo.

**Open Mic:**

Natalie asked that current board members who are eligible to continue for another 2-year term inform her of their wish to do so by early December, as the Congregation will vote on new and continuing board members at the January Congregational Meeting.

**Update on how things are going in Chris's absence**

Natalie reported that the office was functioning well overall during Rev. Chris' leave, acknowledging that there have been "growing pains." She noted that we are "turning a corner" with Damilia's help, and asked that board members volunteer to spend time in the office, acting as the "go to" resource for staff and desk angels. This is also an opportunity for the board to get to know and support the staff. We should be proud of how people have stepped up during this period.

Rev. Dara explained that she had agreed with Rev. Chris before his leave that she would focus more on worship, pastoral care, and memorials in his absence. That was working well.

**Hiring process for permanent Administrative Manager**

Damilia Loupy, our interim office manager, is currently working 25 hrs/week. She plans to leave the 3rd or 4th week of March. Ideally, there will be 2 weeks overlap with a new, permanent, manager. Sean and John J suggested that the hiring process begin in early February given that the labor market is tight, and all agreed.

There will be a new version of the job description, reflecting input from interviews conducted with many congregational leaders.

### **Liaison concerns**

Karen said that she would discuss breezeway landscaping with Rev. Chris, who has had previous conversations about it with the owner of the neighboring building.

### **Fire relief for the Chico UU congregation**

The Chico UU Congregation is the closest to the area burned by the Camp Fire. Six families in their congregation lost their homes. The Howsemans were to go to Chico on Saturday, and members of the UUCSR Monday night fire group have agreed to provide support. The board approved directing 100% of funds collected in the following Sunday's Share the Basket to the Chico congregation, via their minister, Brian Plude (who previously interned at UUCSR.) Sean, who lost his home in the Santa Rosa fires last year, will speak at the Sunday services.

### **Forming a Naming Task Force for Room 545**

Gretchen Vap volunteered to be the point person for this process. After review, it was understood that, at this point, the earliest opportunity for voting on a name change will be at the June CM.

### **Evaluation of the Town Hall**

- Rev Dara received valuable input on developing a campus ministry.
- Board members agreed that Joe C gave a wonderful presentation on developing the upstairs area of the Glaser Center. Joe noted that there were no questions/comments about cost.
- Other comments: The attendance was poor. It was disappointing that newer members weren't there.
- Jen is following up on some items from her presentation.
- Natalie asked if we should we publicize notes from the Town Hall. The board agreed that these are public meetings and the notes should be public.

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

There are a lot of demands around the budget right now and Laura is working very hard.

Michael participated in a webinar with the UUA regarding their 2019-2020 budget, and how member congregations will be "assessed" for their contributions to the national organization. The formula is based on the size of a congregation (UUCSR is middle-sized), but adjusted based on location and other factors. The bottom line is that UUCSR's contribution could go up a maximum of 10%. The actual number will be known in December.

The Initiative drive is being managed by the Stewardship Committee, and we'll be making a focused effort in December to meet our goal by having one-on-one conversations with some of our members who haven't increased their pledges. At this point, only 25% of the Congregation's members have done so.

**Closing words - Rev. Dara**

**Meeting Adjourned: 8:45p**

***Next Board Meeting:*** Thursday, December 20, 2018, 6:30 pm in the Board Room

***Next Congregational Meeting:*** January 27, 2019

*Respectfully submitted by Susan Thollaug, Recording Secretary*