

**Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
January 17, 2019**

MINUTES

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

Voting Members Absent: Gretchen Vap.

Non-Members Present: Rev. Chris Bell, Linda Stabler (Human Resources), Susan Thollog (Recording Secretary)

Meeting called to order at 6:35 pm

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

- EXECUTIVE SESSION -

Agenda review:

Gretchen V is continuing to manage the process of naming Room 545. The Board agreed that an update would be included in the Congregational Meeting.

Minutes: December minutes were approved without changes.

Open Mic:

Rev. Chris broached the possibility of UUCSR taking on some of the fiscal functions of a local coalition we belong to, Another World Is Possible. They are looking for another member organization to take on being the fiscal agent for the coalition, which isn't a very big job. It would probably be handled in our system as restricted funds, not included in our budget.

Update on Hiring of Permanent Administrative Manager - Linda Stabler

There were 55 applicants for the Administrative Manager position. Seven people were interviewed. It's hoped that the new manager will be announced at the Congregational Meeting.

Treasurer's Report - Michael Randolph

We're now halfway through the 2018/19 fiscal year, and although we are currently \$25k in the black, that's deceptive. Expenses are expected to increase significantly in second half of the fiscal year, which may result in a budget shortfall of around \$40k for this fiscal year as a whole. The Finance Committee, the Stewardship Team, and the Board are working to fill the gap.

It's important to recognize that the overall financial health of the congregation is very strong. We have extensive reserves, a large endowment fund, a building that is in good repair and expandable, as well as regular income from the Glaser Center that augments members' pledges. Rev. Chris counseled that we should stay on track with our current mission and vision — not retrench.

The congregation has been holding at around 350 people. Rev. Chris said that there are forces seen and unseen that can hold a congregation back from growing and that the Board and congregation can/should examine what those are.

Also, the Board supported looking into better software for tracking and analyzing pledges.

Congregational Meeting - Natalie Brundred

Cathie and Joe will do the presentation on their Focus Group areas; Intergenerational Ministry and The Upstairs. Cathie will present appreciations to three people and an elder member. Gretchen P will be the quorum counter.

Minister's Report - Rev. Chris Bell

Rev. Chris reported that the minister's discretionary fund may run low soon. He's doing well and thanked the Board for its support.

Rev. Chris' Sabbatical – Natalie Brundred

This June it will be 5 years since Rev. Chris's last sabbatical. He'd prefer to take shorter stretches of time more frequently. The Board approved his proposal of February - May 2020. The estimated cost of having a "sabbatical minister" is \$10-12k.

To prepare for this we will need to assemble a sabbatical committee to explore costs and prepare. Members of this committee would be Rev. Chris, a COSM member and a Board member. This committee would:

- plan for the sabbatical minister's salary
- coordinate with Rev. Dara
- plan for coverage of Rev. Chris' activities

Date and Location of 2019/20 Board Retreat – Natalie Brundred

August 9-10 at Bodega Coast Inn & Suites. The retreat will start Friday late afternoon through Saturday. The Board may have dinner together on Saturday night after the retreat.

Talk to a Board Member Notes:

- The oak tree will be pruned and play structure moved.
- We need to revive an aesthetics committee to execute ideas for the Sanctuary, among other functions.
- A second projector is needed and we need to budget for it. The Operations Team has also discussed this.

Liaison Concerns: none were raised.

Deb Carter Hope Joining COSM: Voting Item

The Board voted unanimously to appoint Deb Carter Hope to COSM. This is a 3-year term.

Final Questions: none.

Meeting Adjourned: 9:15

Next Board Meeting: *Thursday, February 21, 2019, 6:30 pm in the Board Room*

Respectfully submitted by Susan Thollaug, Recording Secretary