

**Board of Trustees Meeting  
Unitarian Universalist Congregation, Santa Rosa  
April 18, 2019**

**MINUTES**

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

**Voting Members Absent:** Joe Como, Cathie Wiese (Corporate Secretary).

**Non-Members Present:** Rev. Chris Bell, Dawn Silveira (Administrative Manager), Laura Blum (Bookkeeper), Linda Stabler (Human Resources), Susan Panttaja.

**Meeting called to order at approximately 6:33 pm**

**- Executive Session -**

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

**Minutes:** March minutes were approved without changes.

**Open Mic:**

John reported that he is continuing to research ceiling tiles for the lower part of the Social Hall ceiling. He has several options in mind. He also reported that he has ordered 8 "No Loitering" signs to post on the back and south sides of the building.

The Pacific Central District (PCD) will have an online Annual Meeting on May 11. Rev. Chris, Natalie and Susan Panttaja will be delegates. Gretchen P. volunteered to also be a delegate. Natalie will register everyone to be delegates.

**Administrative Manager's Report: Dawn Silveira**

Dawn has been working with Laura, the Ops Team and the Glaser Center Committee on next year's budget. She is also working with Robert Howseman to evaluate the best software for us to be using. In addition to many other things, Dawn is also hiring onsite staff people.

### **Ministers' Report: Rev. Chris**

Rev. Chris noted that things are going well. The Executive Committee (Rev. Chris, the Board President, the Treasurer and the Administrative Manager) recently met and discovered that a small update needs to be made to the Bylaws so the Annual Report is not distributed at the June Congregational Meeting.

### **Rev. Chris's Sabbatical**

Deb Mason will be the Chair of the Sabbatical Committee. Rev. Bonnie Dlott, the former minister at the Napa UU congregation, has indicated to Rev. Chris that she would love to be our Sabbatical Minister. The Committee had agreed at last month's meeting that we would like to have her, so things are in good shape.

### **Update on Naming Room 545: Gretchen Vap**

Every name that had been submitted was brought to the Board for consideration. After voting, one clear recommendation emerged, "The Founders Room". As per our policy, the Board will present this name to the congregation at the June Congregational Meeting for approval.

### **Next Year's Budget: Michael Randolph – VOTING ITEM**

The staff (primarily Laura Blum) created a budget for next year that includes normal expenses and the increases we will most likely need. That budget comes in \$47,000 short. FineComm worked to balance the budget, and came up with two ways to do it. One would cut a number of expenses that would be difficult and very unpopular to reduce, as well as force increases in income from the Glaser Center. The other would be unusual and visionary – (and was suggested by a member!)

During this discussion, the Board also voted unanimously in favor of a merit increase in salary for the staff. The overall percent increase will depend on which budget the congregation adopts.

The Board also was informed about changes in the Service Auction. The plan is to move the Service Auction back to November, and not hold our next one until 2020. This event will ONLY be for services and events. We will also hold a Rummage Sale in June 2020, where objects and items will be offered. In addition, we will hold a Craft Fair/Maker's Fair in November, where high-end craft items will be sold from artists at UUCSR and possibly from the community. We will cease doing the Community Raffle.

Budget timeline: We will hold 2 Forums in early May to present the Board's recommended budget and answer people's questions. After these meetings, FineComm will finalize their recommended budget. At the May Board

meeting, the Board will vote on the budget to present to the congregation. This budget will be part of the Congregational Meeting packet and will be presented and voted on at the June Congregational Meeting.

### **Talk to a Board Member - Review of Feedback**

#### **Liaison concerns**

The group that met to debrief last month's Service Auction became the de facto Fundraising Committee, and has come up with the ideas above.

Ellen O'Hare is stepping down as head of the Kitchen, and right now there is no one to replace her. One option is to just serve coffee and tea during Social Hour. Another is to have people pay for coffee and tea. Another is to have nothing if no one steps up to manage Social Hour.

#### **Reports: Karen Simmons and John Jaffray**

Breezeway planting project: Karen Simmons

The next step in this project has been put off to May 4, so it will be part of the First Saturday Workday.

Facilities Life Cycle and Funding Sources: John Jaffray

John handed out a document Kirsten Olney has been instrumental in creating and updating, laying out all the major building systems, when they will need to be replaced and their approximate cost. John also reviewed the continuing need for the Building Systems Replacement Fund in our budget.

### **Final questions, review of action items, and closing words**

**Meeting adjourned at approximately 9:10 pm.**

***Next Board Meeting: May 16, 2019 at 6:30 pm in the Board Room***

*Respectfully submitted by Dawn Silveira, Administrative Manager*