

**Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
June 13, 2019**

MINUTES

Voting Members Present (Current Board members): Natalie Brundred (President), Sean Freese (Vice President), Michael Randolph (Treasurer), Cathie Wiese (Corporate Secretary), Joe Como, John Jaffray, Gretchen Paradis, Gretchen Vap

Voting Members for Special Session only (New Board members)
Larisa Ashley, Paula Hammett, John Mason

Voting Members Absent: Karen Simmons (current Board member); Mike McGirr (new Board member)

Non-Board Members Present: Rev. Chris Bell, Rev. Dara Olandt, Dawn Silveira (Administrative Manager), Susan Thollaug (Recording Secretary)

Meeting called to order: 6:38 pm

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

Welcome to new members and introductions

Agenda review: Agenda was approved as written.

Minutes: May minutes were approved without correction.

Open Mic:

At COSM's (Committee on Shared Ministry) last meeting, Rev. Chris was asked to inform the Board of its desire to move forward with a "congregational self-assessment," and inquire whether the Board had any objections. COSM would use a UUA tool for the assessment. It would involve leadership reflections, could include a congregational survey, and would be finished by the end of the calendar year. The Board agreed that COSM should move ahead, without objection.

Acoustical panels for the wall in the Social Hall are due to arrive soon. The maintenance team is investigating different kinds of Velcro for holding up

ceiling panels, to be installed after the wall panels.

It was suggested that the Board consider converting a foot-washing station in one of the Founders Room's bathrooms into a shower. This would make it possible to use the building as a sanctuary facility, and the shower could be used by staff if needed. The idea was referred to the Operations Committee, with the proviso that the Aesthetics Committee be reconstituted to advise on design, materials, and colors, before moving forward.

Reflections By Outgoing Board Members: John Jaffray, Gretchen Paradis, and Gretchen Vap, whose terms were to end this month, expressed enthusiasm for what's been accomplished by the Board over the last two years. Their friendly advice for incoming Board members: listen & pay attention!

SPECIAL SESSION:

Election of Board of Trustees Officers for the 2019/20 Fiscal Year

Natalie Brundred stated that she would be pleased to continue serving as Board President for a third consecutive year (and her last year on the Board.)

Michael Randolph would like someone to share the responsibilities of Treasurer, especially because there's a steep learning curve involved and it would make sense for someone to be in training this year to take on the role next year. The Board agreed to seek out a Co-Treasurer in the congregation, noting that the Bylaws don't require that s/he be a Board member. The Board will vote on candidate(s) to serve as co-treasurer at a future Board meeting.

Sean Freese is willing continue to serve as Vice President, and Cathie Weise as Corporate Secretary. (The Corporate Secretary is in charge of correspondence for the Board, is a good will ambassador, official keeper of the corporate seal, and a signer of checks.)

The above Board officers were re-elected unanimously for the 2019/20 fiscal year.

Natalie flagged congregational leadership as a crucial issue that the Board will need to address in the coming year: we need to have people in the pipeline. New Board members will be elected at the January Congregational Meeting. Natalie will communicate with the Nominating Committee about someone to be our next president and the need for a co-treasurer during the current year.

Summer Calendar

There will be no Board meeting in July. In August there will be a Board Retreat (August 9th and 10th), and a regular Board meeting on August 15th.

Board retreat information

New members will receive a link to a Google Drive Group where they'll find there the documents related to the Board Retreat in August. All of the materials that Board members should take to the retreat are on the Google drive. During the retreat, there will be a visioning process and goal setting.

Review of the Board's Past Year

Some of what the Board identified as "positives":

- We shepherded the first town hall community meeting and it was a success.
- We hired a new Administrative Manager, and Dawn is attending Board meetings to strengthen communication.
- The process of getting approval to pay off the members notes was transparent and resulted in a unanimous vote by the congregation in support of the Treasurer's, FineComm's and Board's recommendation.
- We have a professional, top notch team in the office and in RE.

What didn't work:

- October town hall attendance was lower than hoped.
- Several goals didn't get off the ground because of other issues that arose. It would be good to revisit what we set aside.
- There's an oncoming crisis: not enough volunteers. Many are aging out of serving. We need to involve, catalyze, a different generation of members — people in their 60s, 50s, 40s.
- Setting the focus areas at start of the year can distort our efforts. Other things came up and then it was hard to keep energy up for those goals set in August.
- We need to concentrate on volunteer status. It's not clear how many new folks are volunteering. Donation of time should be seen as important, just as donation of funds. It was agreed that this should be a topic of discussion at the Board Retreat.

Minister's Report: Rev Chris

Administrative Manager's Report - Dawn Silveira

Dawn is putting together a binder of instructions with pictures and narrative for running the office. She's developed 2- and 5-year plans that are fluid but provide a timeframe for getting things launched and completed.

Revenue from the Glaser Center for this summer isn't looking good. She and the Committee are figuring out the website, policies, and contractual documents.

Sunday Social Hour Staffing

There is a job description, and may be a congregant who's interested. It would be good if the same person could help staff Glaser Center events sometimes.

Debrief: Congregational Meeting

The Board agreed that the meeting went really well.

Treasurer's Report: Michael Randolph

As of the Board meeting, we are \$54k below what was budgeted for income from pledges. Emails have been sent to everyone in the congregation re: amounts owing (if any) on their pledges. Expenditures have been lower than budgeted. If necessary, we will draw from our reserves to cover all commitments.

Paying Off Member Notes

All outstanding member notes will be paid off by June 30, per the vote at the June Congregational meeting. The endowment funds were sold on Monday (June 10). The portfolio made a significant amount of money from Gail Alford's gift because of the surging stock market.

Review of Talk to a Board Member Comments

Liaison Concerns

This system calls the Board's attention to the need to address volunteerism, as we became aware of gaps in volunteer leadership and burn-out in some ongoing volunteer functions.

Reid Stinnet, who heads the Endowment Committee, will be 'terming out' on January 1st. Someone from the congregation is needed to fill that role.

Final Questions, Review of Action Items and Closing Words

Meeting Adjourned: 8:54 pm.

Next board meeting: Thursday, August 15, 2019 6:30 pm

Respectfully submitted by Susan Thollaug, Recording Secretary