

**Board of Trustees Meeting  
Unitarian Universalist Congregation, Santa Rosa  
August 15, 2019**

**MINUTES**

**Voting Members Present:** Natalie Brundred (President), Sean Freese (Vice President), Michael Randolph (Treasurer), Cathie Wiese (Corporate Secretary), Joe Como, Karen Simmons, Larisa Ashley, Paula Hammett, Mike McGirr

**Voting Members Absent:** John Mason

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

**Meeting called to order:** 6:35 pm

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

**Agenda review:**

Add item: approval of Covenant with Rev Chris.

Add to next month's agenda: Board covenant, which needs to be written up.

**Minutes:** June minutes were approved without objection.

**Open Mic:**

Borders and Beyond: A GoFundMe site has been established; the 5-year old has started kindergarten; the biggest problem now is housing that's accessible to bus lines. Ruth wants to work as soon as childcare is arranged.

**Review of Talk to a Board Member Notes**

**Volunteering/Liaison Concerns**

Ideas to promote volunteerism:

- Have a signup sheet on a bulletin board, so it is visible and easy to sign up.
- Have a sign near the front door: "VOLUNTEER OPPORTUNITIES!"
- Write up the opportunities in the newsletter.
- Have an Activities Fair.

- Extend invitations to new people in the congregation. COSM calls new members and could incorporate an exploration of ways of getting involved.
- Maintain a service opportunities list. Like a job list.
- Differentiate between short-term, one-time, and longer-term opportunities.
- Update the “Blue brochure.” Dawn will work on updating the content.
- Continue to lift up volunteerism from the pulpit.
- Connect the volunteerism theme with Soul Matters themes.

### **Human Resources - Linda Stabler, Chair, Human Resources Consulting Group**

#### ***- EXECUTIVE SESSION -***

The Board voted to change the Director of Religious Education’s hours to 30 per week, and to create a new RE Office Assistant position at 10-15 hours per week at \$14-16/hour. This will have a net zero impact on the budget.

The Board also voted to create a new job category “Youth Child Care Assistant” at \$12/hour, complementing the existing position “Child Care Provider” at \$13/hour.

### **Minister’s Report - Rev. Chris**

Rev. Chris reported that the Sabbatical Committee is on track, the Worship Associates are doing well, and UUCSR had 2 full tables at the NBOP annual meeting.

Rev. Chris’s 2019-2020 Covenant for Ministry was read, and the Board voted unanimously to approve it.

### **Administrative Manager’s Report - Dawn**

Dawn reported that Glaser Center revenue has picked up, the insurance & liquor license have been renewed, and new phones are pending. Fiber optic cable is being laid in the area. Burglary and fire alarms will be connected to the new phone line, saving us money.

Dawn is meeting with Membership, Pledge Secretaries, and Stewardship teams. She’s working to clarify the management of the Focus List. This will help the congregation with connecting and being of service.

Dawn has been researching congregational management software to replace PowerChurch. This change needs to happen right away. Several important questions were raised for Dawn to make sure of

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

Michael presented a UUCSR Financial “Primer”, especially for new Board members but also a refresher for those continuing. He explained how the finances are set up at UUCSR and showed the Board the reports he sends each month. In addition, we explained the ways we look at and manage our money. He also informed the Board of cash on hand and resources for raising money if needed. He showed the Board a graph of the monthly variation in pledge income over the year.

Michael reiterated that it's imperative that we get new financial software to improve our monitoring of our financial flows.

## **Debrief the Board Retreat**

The Board took its first steps toward a clearly defined vision and goal directions. These need to be made actionable.

The Board is undertaking a major project — UUCSR of the Future. We are starting by taking small steps, including:

- Newsletter pieces
- Town Hall in October
- Forums
- House meetings
- Planning for a Special Congregational Meeting on Nov 13 for voting on one issue only, based on information and discussion at the Town Hall.

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

Meeting adjourned: 9:18 pm.

*Next board meeting: Thursday, October 18, 2019, 6:30 pm*

*Respectfully submitted by Susan Thollaug, Recording Secretary*