

**Board of Trustees Meeting  
Unitarian Universalist Congregation, Santa Rosa  
January 16, 2020 6:30 pm**

**MINUTES**

**Voting Members Present:** Natalie Brundred (President), Sean Freese (Vice President), Michael Randolph (Treasurer), Joe Como, John Mason, Mike McGirr

**Voting Members Absent:** Cathie Wiese (Corporate Secretary), Karen Simmons, Larisa Ashley, Paula Hammett

**Non-Board Members Present:** Susan Bartholome and Kitty Wells (representing COSM), Rev. Chris Bell, Dawn Silveira (Administrative Manager), Susan Thollaug (Recording Secretary)

**Meeting called to order:** 6:36 pm

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

**EXECUTIVE SESSION**

**Agenda review:** Approved.

**Minutes:** December 2019 minutes were approved as submitted.

**Open Mic:**

Sean noted that it would be timely and helpful to improve our teleconferencing equipment. This would enable people who are not on site to participate in meetings, events, and presentations. We have the bandwidth to do this because of the recent Sonic fiber optic installation. Sean will look into equipment and associated costs. High quality audio is a higher priority than high quality video.

Rev. Chris shared that an anonymous member has very generously offered to fund the purchase of a much-needed church management software package. It's not clear how long the transition to the new software package will take. A major part of that process will involve cleaning the data in the current system before moving it to the new one.

## **Expecting Growth:**

### House Meetings – John Mason

The Neighborhood Groups Steering Committee members are Jeanie Bates, Rev. Chris Bell, Joe Como, Joe Gabaeff, John Mason, and Cathie Wiese.

At this point, all UUCSR members have been assigned to 21 geographically-defined groups of about 20 persons. Facilitators will be recruited this coming week, who will then attend trainings on February 15<sup>th</sup> or 29<sup>th</sup>. All facilitators will use the same discussion guidelines, and there will be a note-taking guide to report the results of the discussions back to the Steering Committee.

### Report on Communications Meeting - Rev. Chris

Rev Chris met with a group of communications and marketing professionals who are providing a lot of great ideas for increasing the visibility of UUCSR. There's an emphasis on practicality — the program we develop has to be inexpensive, and we need to look at staffing implications. The next meeting is on January 20, and there will be ongoing work by this group while Chris is on sabbatical.

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

Rev. Chris noted that things don't have to reach a particular stage by the time he returns, that he trusts the process, and he knows that the Board and staff are capable of handling any crises that may arise.

While on sabbatical, Rev. Chris will be studying the development of UU congregations, especially what people gain through participation in the congregation, and welcoming and integrating people.

The Board noted that our job is to plan and put in place the underlying structures or we will not fulfill the needs of the congregation. Structures include staff, communications and software.

### The Board's expectations for Rev Chris:

#1: that he take care of his health. Also, we ask that that he get clear on what being senior minister means at UUCSR as it grows.

Rev Chris' last day before sabbatical will be February 6<sup>th</sup>, and he'll return on June 6<sup>th</sup>.

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

Pledge income in December totaled \$72k, which brought us to about where we were at this point last year. Pledge income is now off just 2%. We are

still potentially looking at a budget deficit of \$25k for this year, primarily because of the dip in Glaser Center rentals. Our cash flow situation is good.

Michael suggested evaluating the capacity of UUCSR's computer hardware to handle the new church management software program. The package is cloud-based, but this question is worth clarifying.

**Administrative Manager's Report:** Dawn

At this point, the Glaser Center is expected to bring in \$49.8k this fiscal year. The budget target is \$74k.

The new voice mail system is up and running, and the phones and Wi-Fi are now using Sonic's fiber optic cable. Having the capacity to stream video will be a plus for Glaser Center rentals.

There will only be a front door monitor on Thursday evenings. The rest of the week, groups meeting in the building will need to cover that function themselves.

**Minister's Report:** Rev. Chris

Rev. Chris feels encouraged about the direction of the congregation as he prepares for his sabbatical. He has full confidence in Revs. Bonnie and Dara, He's very appreciative of the kindnesses shown him regarding his health transition. He has a lot of good energy and a lot to do.

**Next Year's Officers:**

Natalie asked the Board to think about who will be Board president next year. The new Board will select officers at the June Board meeting. It's even more important than usual because of the changes underway.

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

**Pros and Grows**

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

**Meeting Adjourned:** 9:25pm

*Next board meeting: Thursday, February 20, 2020 6:30 pm*

*Respectfully submitted by Susan Thollaug, Recording Secretary*