

Board of Trustees Meeting Minutes
Unitarian Universalist Congregation, Santa Rosa
21 November 2013

Members Present -- Susan Bartholome, Jeanie Bates (President), Reverend Chris Bell (Minister, ex officio member), Lois Bell, Joe Como, John Farison, Laura Jean Hagemen (Vice President), Alan Proulx, Linda Stabler, Cathie Wiese, Marge Wright

Members Not Present -- None

Non-Members Present -- Linda Balabanian (Treasurer), Terry Graham (Recording Secretary), John Jaffrey (Operations), Bryan Plude (Intern Minister)

Meeting called to order at 6:31 p.m. by Board of Trustees (BOT) President, Jeanie Bates

Opening Words & Chalice Lighting – Reading by Reverend Chris Bell: *The Great Bazaar* by Carl J Nelson, UU Minister

Agenda Review – No additional items added to the agenda

Timekeeper Volunteer – Reverend Chris

Minutes of 17 October 2013 Review -- Draft minutes corrected in situ -- Minutes accepted as corrected

Open Microphone – No speakers

Treasurer's Report – Linda Balabanian, Treasurer

Treasurer's Report handout highlights for the first fiscal 4-months, July-October, included (1) Pledge Revenue is 11% & \$13.6K over budget, (2) Sunday Basket is 18% & \$1.7K under budget, (3) the Service Auction grossed \$19.6K, (4) Total Expenses are 6% & \$11K under budget and (5) Net Income is \$8.5K. FY2013/14 has begun with a very positive start.

Additional Intern Travel Expense Reimbursement – The Financial Stewardship (FinStew) Team recommended that *an additional \$100/month for the remainder of the FY be allocated toward intern Bryan Plude's travel expense*, bringing the total to \$1,000. *Alan Proulx motioned and Marge Wright seconded that the BOT accept FinStew's recommendation.* Both the Intern and Human Resource Committees are in agreement. This adjustment more closely aligns with the budget planned for the 2014/16 internship. Motion carried unanimously (9-0). Because Joe Como had not yet arrived at the meeting, the unanimous vote was 9-0.

Soundproofing the Social Hall – Linda discussed the BOT prioritization of soundproofing the social hall. This item has broad based congregational support as witnessed at the most recent congregational meeting. John Farison will work with

Operations Committee on design and installation. Linda was given authority to pursue funding opportunities.

Music Director Status – Reverend Chris

There are several promising candidates for the choir director position. Selected candidates will have a session with the choir to better solicit choir input into the down-select. An expanded search is underway to increase the response to the accompanist position.

Group Goals

Facilities – John Farison; group co-member Joe Como

The main breaker solution is scheduled for installation in January 2014. John is working with Operations to develop a process & team to evaluate, prioritize and fund the facility needs. Per a later item in the agenda, John and John Jaffray will present a lighting proposal to the BOT.

Financial – Alan Proulx; group co-members Laura Jean Hageman & Linda Stabler

The second meeting of the group addressed all of the established goals. The planning will be embodied in a long range plan format with emphasis upon the next 2-year years.

Community Support & Communications – Cathie Weise; group co-members Susan

Bartholome, Jeanie Bates, Lois Bell, Marge Wright

The first annual activity fair is scheduled for 27 April 2014. There was a good turnout of UUCSR members and friends at the North Bay Organizing Project annual meeting at Sonoma Academy. Laura Jean has taken the lead toward addressing the question of defining the need and role of an UUCSR CEO. The "Talk to a Board Member" table has been established for Sunday services; the table staffing schedule is through 12 January. Jeanie added that her proactive liaison activities with varied committees and teams has been rewarding.

Lighting Retrofit Proposal – John Jaffray

Competitive bids have been received on lighting materials for an energy saving retrofit. The selected contractor will install the lamps and transformers in high places. Operations was responding to a tight schedule to qualify for an "On Bill Financing" plan from PG&E. The PG&E plan is an interest-free loan which will be paid with an estimated \$200 additional negative cash flow per month until the approximate \$9,200 loan principal is paid. The plan will save several hundred dollars per month in energy costs and is expected to be paid off in less than 3-years. Occupancy sensors will provide additional cost/energy savings. Dimmer switches are being evaluated to determine if they need be replaced. *A motion was made by Laura Jean and a second by Alan to (1) accept the Program Participation Agreement of the TEAA Energy Alliance Association,*

(2) contract with New Light Energy Design (\$9,243.66) and (3) commit to the "On Bill Financing" plan from PG&E for the lighting efficiency upgrade. Motion passed unanimously, 10-0.

Sabbatical Committee Report – Jeanie Bates

A "Sabbatical Companion" brochure has been drafted; modifications are in-process. Sabbatical Minister Kathy Huff's first service will be 15 December 2013.

Revival Update – Jeanie Bates & Marge Wright

Unitarian Universalist Congregation of Marin is taking the lead for the revival. Jeanie has volunteered UUCSR to perform registration; volunteers will be solicited. The event venue is Social Fireman's Penngrove Park, scheduled for 18 May 2014. The format will include small groups, eating & playing. Next meeting is 23 November 2013 where program details will be further defined.

Intern Committee – Jeanie Bates

Progress is being made; actively searching for a greater number of candidates. The Committee may be pursuing the Pacific School of Ministry as well as Starr King School for the Ministry.

Advocates for Social Justice (A4SJ) Charter Change – Jeanie Bates

"Section III. Purpose" of the Charter was changed by A4SJ, adding the sentence: "Advocates for Social Justice will serve as an umbrella for internal working groups of UUs working on Social Justice issues as long as one (1) member of that group attends our monthly meetings to report on the group's activities and the group understands that they need to follow our guidance."

Building Protocols / Emergency Shelter Group – Jeanie Bates

The subject issue grew out of a Hot Topic led by Reverend Chris. There is a group of approximately 2-dozen members who have formed 2 subgroups to address (1) using the building as an emergency shelter and (2) general building use concerns. Their next meeting is 24 November 2013 after the 11 a.m. service.

Request for Date Change for the December BOT Meeting – Laura Jean Hageman

At Laura Jean's request, the BOT agreed to change the next meeting from 19 December to 12 December 2013.

Final Reflections – Thanks offered for the extent of Jeanie's degree of engagement in the congregation, for John Jaffray & John Faison's lighting efficiency proposal, for Linda's detailed treasury report, for Cathie's food provided and for "group camaraderie"

Closing Words – Joe Como: Reading "Primary Wonder" by Denise Levertov

Meeting Adjourned at 8:44 p.m.

Respectfully submitted -- Terry Graham