



Board of Trustees Meeting Minutes
Unitarian Universalist Congregation of Santa Rosa
20 February 2014

Members Present -- Susan Bartholome, Jeanie Bates (President), 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), Brian Plude (Intern Minister)

Meeting called to order at 6:37 p.m. by Board of Trustees (BOT) President, Jeanie Bates

Opening Words & Chalice Lighting – Reading by Bryan Plude: “Some Questions You Might Ask” by Mary Oliver

Agenda Review –New Business, Building Security changed to a non-voting item

Timekeeper Volunteer – Cathie Wiese

Minutes of 12 December 2013 Review -- Draft minutes corrected in situ. Minutes accepted as corrected.

Open Microphone – Jeanie Bates -- (1) BOT annual retreat scheduled for August 22-24, (2) FY14/15 BOT officers to be elected at a Sunday meeting in March or April.

Treasurer’s Report – Linda Balabanian, Treasurer -- Linda distributed the handout highlights for the first fiscal 7-months, July-January: (1) Pledge Revenue continues to be over budget, (2) Sunday Basket revenue is steady at 14% under budget, (3) Glaser Center net income is \$1K under budget – a more detailed analysis of Glaser Center P&L expected to be completed in May, (4) Total Expenses are on budget although expenses are overstated due to the cost of lighting retrofit. The retrofit On-Bill-Financing has been approved by PG&E, hence expense accounting adjustments (deductions) will be made end of month February, (5) outside of “Other Income”, Net Income is \$25K and (6) Cash position remains strong and consistent. Financially, the congregation is doing well.

FY2014/15 Endowment Fund Distribution – A BOT member must consult with the Endowment Committee regarding Financial Stewardship Team (FinStew) recommendation that \$7K of the Endowment Fund be used to fund the planned website redesign. The consultation is required to bring this item to a vote in the June congregational meeting. Laura Jean volunteered.

Credit Card Update – Web site donations can now be made via PayPal. The drop-down list of candidate organizational recipients is expected to be expanded in the redesigned website. Jeanie requested that FinStew analyze the impact of PayPal.

Group Goals

Facilities – John Farison, Joe Como -- Joe reported that equipment and permit delays have caused the electrical panel installation to slip from the originally planned January to April.

Financial – Alan Proulx, Laura Jean Hageman, Linda Stabler – Alan reiterated that a “goal setting” exercise is being planned which will involve the congregation and the Endowment Fund committee. A Long Range Financial Plan is envisioned to help guide BOT and congregational decisions – specific plans to develop the plan will be forthcoming.

Community Support & Communications – Susan Bartholome, Jeanie Bates, Lois Bell, Cathie Weise, Marge Wright (1) Marge requested commitments from BOT members to staff the *Meet a Board Member* table on Sundays. A sign-up sheet was distributed. Cathie mentioned that a notebook has been added to record member comments and concerns to help facilitate follow up. (2) BOT members were encouraged to unilaterally engage with their liaison congregational committees/teams. (3) The planned “Leadership Assembly” meeting of leaders of committees/teams and BOT members to foster inter-team communications was cancelled in lieu of a questionnaire, requesting leader responses. (4) Jeanie introduced two handouts from Sibyl Day, representing UU Conversation and Action Network (UUCAN), regarding invitations to BOT members to participate in the March 7, “The Arc of the Universe Bends Toward Justice” meeting with North Bay Organizing Project (NBOP) representatives.

Review of the Congregational Meeting – (1) Meeting conducted smoothly, upbeat, lots of floor participation, (2) Alan offered that some mention of UUA, District and NBOP should have been made since they represent a sizeable dues-paying commitment and (3) Jeanie put forth Phyllis Fitzgerald as a candidate District Assembly representative. Cathie motioned, Joe seconded designating Phyllis as District Assembly representative. Motion passed unanimously, 10-0.

Human Resources (HR) Committee – Linda Stabler

Job Reclassification Process – At BOT’s earlier request, Linda presented a detailed job reclassification process. Laura Jean suggested that the process be modified to interject BOT review and approval prior to FinStew review. Linda concurred.

Total Compensation Meetings with Staff – Feedback from staff is being collected concerning compilation of the Total Compensation package.

HR Committee Volunteers – Lois noted that the Committee is very small and volunteers are needed.

Energy – Clean Power / PG&E Forum – Alan reminded members that the congregation will necessarily decide between the two power suppliers. Alan urged members to attend the March 4 forum.

Leadership Reception Event – Discussion centered on the planning details of the canvas related event.

Sexton Update – Linda Stabler -- The candidate selection process was discussed in detail. Marge motioned and Alan seconded that given positive background checks, the sexton position be offered to either the first or second choices of the twenty applicants. Motion passed unanimously, 6-0 with 4 abstentions.

Glaser Center Support Staff – Linda Stabler – Linda’s handout described the need for and duties of part-time staff to support Glaser Center operations. The request to authorize David Templeton to hire individuals was not approved. Joe motioned and Marge seconded to approve the submitted job description and to authorize David to bring forth candidates for HR to perform the vetting of the potential candidates and for HR to inform BOT of the hiree(s). Motioned passed unanimously, 10-0.

Building Security – Jeanie Bates – Current policy is to keep the front door locked and/or monitored during business hours. Jeanie invited BOT members to contribute to the issue of building security.

Closing Words – Bryan Plude: Reading “Variation on a Theme by Rilke” by Denise Levertov

Meeting Adjourned at 9:12 p.m.

Respectfully submitted -- Terry Graham