



Board of Trustees Meeting Minutes  
Unitarian Universalist Congregation of Santa Rosa  
19 June 2014

**Members Present** -- Susan Bartholome, Jeanie Bates (President), Lois Bell, Joe Como, John Farison, Laura Jean Hagemen (Vice President), Alan Proulx, Linda Stabler, Marge Wright

**Members Not Present** -- Cathie Wiese

**Non-Members Present** -- Linda Balabanian (Treasurer), Terry Graham (Recording Secretary), J.D. Thompson

**Meeting called to order** at 6:38 p.m. by Board of Trustees (BOT) President, Jeanie Bates

**Opening Words & Chalice Lighting** – Reading by Jeanie: “Cherish Your Doubt”

**Timekeeper Volunteer** – Joe Como

**Minutes of 15 June 2014 Review** -- Minutes accepted as submitted.

**Agenda Review** – Add Linda Stabler, Request for additional funds

**Open Mic** – No participants

**Request for additional funds** – Linda Stabler conveyed a request from Jennie Harriman for \$50 payment that had already been paid for services of two individuals. The Board and Treasurer questioned the repeated after-the-fact requests and the source of the funds. Determination was made that the Music budget is the source of funds prior to a motion by Lois and a second by Joe to approve the payment. Motion passed 8-1-0.

**Treasurer’s Report** – Linda Balabanian, Treasurer -- The year-to-date July – May (11 months) financial report:

Revenue -- Pledge revenue in April was about \$7K under budget and year-to-date pledge revenue continues to be over budget. Currently \$27K is required in June to achieve \$400K annual pledge revenue. Sunday basket revenue for the month was \$800 over budget but is 14% (\$3.5K) under budget year-to-date. Glaser Center revenue and expenses are on budget.

Expenses – Total expenses are \$6K under budget. Utilities, Repairs & Maintenance and Printing & Reproduction are significantly over budget.

Net Income – Net income is \$18K.

Cash -- Cash remains strong and fairly consistent month to month.

New Financial Stewardship Members – Linda requested BOT approval of three members who are willing to serve: Terry Graham, Keith Kaulum and Linda Proulx as well as two potential members who have not yet committed: Dolores Miller and Hilary Sowers. Lois moved and Joe seconded the motion to approve the five as FinStew members. Motion passed unanimously, 9-0-0.

### **Continuing Business**

**Spring Congregational Meeting Review** – Jeanie applauded the BOT members for the quality of their presentations. Joe commented that the projector quality was poor but that it has since been corrected. Joe intends to do a follow-up to his pledge analysis presentation in the August newsletter. Linda Stabler requested that the BOT establish a policy regarding public sharing of employee income information. Linda indicated that the budget presentation was overly informative regarding employee salaries. Jeanie tabled the discussion.

**Glaser Center Business Plan Status** – Joe and Linda Balabanian met with the Glaser Center Committee on 18 June. Linda is restructuring the Center accounting structure to better reflect revenues and costs. The draft Business Plan addresses the Glaser Center mission, goals & objectives, market analysis, a long term strategic plan, a “pro forma” P&L and balance sheet. David Templeton has provided insightful revenue data analyses. The operational organization is being better defined.

### **New Business**

**Job Description Review** – Lois presented three Job Descriptions for review: Glaser Center Manager, Office Administrator and Director of Religious Education. Numerous additions, deletions and changes were made by the members. In an associated action, Jeanie moved and Laura Jean seconded to designate J.D. Thompson or another Board Member to serve as the supervisor of the Glaser Center Manager. Motion passed unanimously, 9-0-0.

**UUCSR Delegate to General Assembly** -- Heather Mutz had requested to be a GA delegate. Laura Jean motioned and Marge seconded that Heather Mutz be approved as a GA delegate. Motion passed unanimously, 9-0-0.

**Historian/Archivist** -- Marge reported that Freda Powers requested that another individual become responsible to fulfill the historian/archivist function. Freda is concerned that items that should be retained are not. Marge will resolve.

**BOT Retreat Planning** – The working retreat is scheduled for 22-24 August. The planning team is Alan, Linda, Susan and Jeanie. The participants will be the FY14/15 Board members and Reverend Chris Bell.

**Final Reflections re End of Current BOT Year** – Lois: rich experience, appreciated the efforts of all participants; Joe; special thank you to Jeanie as chairperson and to John for his work on the facilities; Laura Jean: after 4-years on the BOT, witnessed many accomplishments with outstanding members through those years, FY13/14 was very well managed in a year with the sabbatical; Jeanie: appreciation for Laura Jean’s support in Jeanie’s first year as chairperson, got to know the individuals much better, appreciation for John’s ability to “make us laugh” and reminded everyone that Cathie said her goodbyes at the May meeting.

**Closing Words** -- Reading by Alan, “Daydreams”

**Executive Session** – closed

Respectfully submitted -- Terry Graham