



UUCSR Board of Trustees Meeting Minutes  
Unitarian Universalist Congregation of Santa Rosa  
25 Aug 2011

Meeting called to order at 6:31 p.m. by Board President Laura Jean Hageman

Members Present

Jeanie Bates, Ann Chambers, Joe Como, John Farison, Laura Jean Hageman (President), Mary Louise Jaffray (Vice President), Lois Nagle, Alan Proulx, Cathie Wiese (Secretary), Peter Wilson, Craig Work

Members Not Present: None

Non-Members Present

Chris Bell (Minister), Terry Graham (Recording Secretary), Art Rosenblum (Co-Treasurer)

Opening Words: Chris – Reading “The Thrill of Being Upright” from Paul Kismeth’s *How We Are Called*

Agenda Review

Deleted items (1) Salary Recommendations and (2) Distribution of Board Binders

Minutes

Minutes approved as amended: (1) “Alan” spelt with one “l” and (2) next meeting 25 Aug 2011

Open Mic: None

Orientation of Board Members

Handouts and discussion regarding the role and expectations of BOT Trustees, relevant by-laws, the previous Board’s goals and a sample covenant of the 2008/09 BOT

Treasurer’s Report

Art relayed FinStew’s recommendation that \$15K of the FY 2010/11 surplus be allocated to underfunded items of the FY 2011/12 budget. Recommendations addressed \$10,683 of that recommended \$15K; specifically, (1) \$1,300 staff benefit, (2) \$8,100 dues, (3) \$610 TIE training and (4) staff compensation \$673. Laura Jean noted that due to the Board’s 25 Aug 2011 staff benefits decision, the \$1,300 cost estimate is more accurately approximately \$2,100.

Process Definition for Allocating FY 2010/11 Surplus to FY 2011/12 Budget

Laura Jean completed Action Items from the 25 Aug 2011 meeting in distributing (a) a timeline of the budgeting process, Oct-May and (b) the results of a straw poll exercise of the Board indicating that the previous Board’s priority ranking of funding unfunded and/or underfunded items were, in order, (1) staff compensation, (2) dues and (3) building obsolescent reserves. Laura Jean distributed a form, “Process for Allocating Surplus” including a listing of recognized underfunded items: dues, sabbatical reserves, staff compensation, computers and building

maintenance & replacement reserves. **ACTION:** BOT members to submit to Laura Jean NLT 10 Sep, a prioritization & a recommended allocation of the nominal \$15K surplus.

Mary Louise suggested that the since the \$15K surplus is one-time occurrence, that it shouldn't be applied to recurring/operational expenses.

#### By-Laws Committee Report

Mary Louise reported that two meetings had occurred in September and that the committee was having some difficulties resolving open issues. Cathie added that the by-laws would not be ready for presentation at the October congregational meeting. Peter shared that there existed a sense amongst some within the congregation that there exists a lack of transparency of the by-law revision process. John suggested that a bulletized list of issues be made available. **ACTION:** Cathie accepted the action to submit an article in the October newsletter addressing the roles, goals, procedures, modification process and reasons for changing the by-laws.

#### Initial Planning for October Congregational Meeting

Items to be addressed include the budget revision, by-laws revision and volunteer recognition. **ACTION:** Cathie accepted the action to provide a list of recently recognized individuals.

#### Board Retreat

Laura Jean distributed the list of the short ( $\leq 1$ -year), medium ( $> 1$ -year &  $\leq 5$ -years) and long ( $> 5$ -years) term goals established by the previous Board a year ago. She noted that the Board was quite successful at accomplishing the short term goals.

Food logistics and the Friday-Saturday start-stop times were established.

Chris and members provided a goals & topics overview of the meeting, listing spiritual reflection, state of the congregation and goals, membership life cycle process, Council governess, limits to growth, Islamic lease income risks and opportunities, and comeraderie.

**ACTION:** Alan accepted the action to provide a summary of the Council formation history.

#### Minister's Report

Chris distributed the 19 May – 25 August Minister's Board Report. He also reminded the Board of the 4<sup>th</sup> Annual 2 Oct "Revival" which is well into specific planning.

#### Closing Words

Laura Jean closed with a reading from Robert Allen addressing community its relationship to providing a deeper sense of meaning and purpose.

Meeting adjourned at 8:33 p.m.

Respectfully Submitted,  
Terry Graham