



Board of Trustees Meeting Minutes
Unitarian Universalist Congregation of Santa Rosa
27 August 2015

Members Present — Susan Bartholome (President), Marilyn Beckerbauer, Tom Bond, Bill Haigwood (Vice-President), John Jaffray, Sam Miller, Linda Stabler, Pamela Tennant, Gretchen Vap, Marge Wright

Members Not Present — None

Quorum – Minimum seven member quorum requirement met

Non-Members Present — Linda Balabanian (Treasurer), Reverend Chris Bell, Terry Graham (Recording Secretary), Millie Phillips (Intern Minister)

Meeting called to order at 6:35 p.m. by Board of Trustees (BOT) President, Susan Bartholome

Opening Words & Chalice Lighting — Reading by Reverend Chris from *Rumi: We Are Three: New Rumi Poems*; “When you do things from your soul...”

Agenda Review — No changes

Minutes Review -- Minutes approved as amended.

Open Mic — No presentation

Treasurer’s Report — Linda Balabanian, Treasurer & Financial Stewardship Team (FinStew) Chair

THE YEAR-END 2014/15 (JULY 2014 – JUNE 2015) FINANCIAL RESULTS

Pledge Revenue for the year was \$414K, almost \$15K over budget.

Sunday Basket revenue was \$26.5K, about \$2,5K (10%) over budget. The over budget amount was attained at mid-year & sustained in the 2nd half of the year, after share-the-basket every Sunday was introduced.

Donations revenue was over budget by \$9K. \$8K of that was a non-cash donation from a member who forgave Member Notes in that amount.

Glaser Center (GC) rental revenue was \$51K, \$1K over budget. Ending the year at the break-even point is commendable because there were extraordinary one-time expenses due to the GC reorganization.

Expenses—Total expenses were \$4,5K under budget. Over budget Building Repair & Maintenance (R&M) was offset by under budget Equipment R&M. Payment of full dues to UUA & PCD was substantially over budget because those items were budgeted at 75%.

Net income was \$44K which provides some cash even though \$8K of that net income was non-cash.

THE YEAR-TO-DATE JULY (1 MONTH) FINANCIAL REPORT

Pledge Revenue in July was \$10K under budget. A disappointing start, especially considering July 2014 was \$7K over budget.

Sunday Basket was slightly under budget; typical for a summer month.

Donations for the month were \$1.1K; 100% over budget. Sale of artwork donations by the artists was a major factor.

Glaser Center (GC) is on budget.

Expenses—Total expenses are \$5K under budget; generally distributed across all expense items. Timing difference between budget & actuals is always an issue, especially after only one month.

Net income is \$500; \$4K under budget due largely to the Pledge Revenue shortfall.

Cash is adequate for normal operations.

Revised FinStew Charter – Linda B proposed that BOT approve a new FinStew Charter. The changes primarily brought the membership definitions/requirements and FinStew responsibilities up-to-date. Marge moved and Gretchen seconded a motion to approve the Charter. Motion passed unanimously, 10-0-0.

Glaser Center Committee (GCC) Report – Linda B reported that Rentals have been budgeted at \$37K for the year; July through October is forecast to be considerably below average. The GCC shall be making outreach to potential renters. Current activities include procedures update, documents/contracts/terms & conditions updates, targeted outreach to potential renters, putting janitorial support in place, monitoring adherence to policies, and facilities related actions. The Committee has lost 2 members and requests that the Board recruit two additional members for the Committee, including one Board member. Gretchen Vap volunteered for GCC membership.

Minister’s Report – Reverend Chris distributed the June 10, 2015 – August 11, 2015 report. The report includes a litany of Chris’ activities for the month including meetings with the Youth Group, General assembly, TIE Steering Committee, June UUCSR BOT, County Supervisor Shirlee Zane with NBOP reps re affordable housing, the Special Congregational Meeting “Black Lives Matter”, an

Adult RE meeting, and a rally in favor of a Living Wage Ordinance. Other activities included an AIDS quilt event at Shomrei Torah, a Charleston shootings public prayer event at Community Baptist Church, taught a Getting to Know UU class, pastoral visits, and presented at a City Council meeting in favor of the Southeast Greenway.

Review of the June Congregational Meeting – Reverend Chris noted that “congregational input” was interjected into the Bylaw Covenant and Letter of Agreement annual review process amendment. Jeanie commented that the congregation wants clarification of the process.

Goal Groups —The Goal Groups: Staffing, Programs, and Facilities conducted a work session where each Group formulated their plans for the upcoming year, based upon preliminary workshop activities compiled from the BOT summer retreat. The Groups shall present the results of this work session at the September BOT meeting. Marge, speaking for the Facilities Group, moved that the Board approve not more than \$22K for kitchen improvements. Pam seconded. Tom questioned the source of the funding. Linda B shall address funding prior to any specific Facilities recommendation. Motion passed unanimously, 10-0-0.

Liaisons & Talk to Board Member Table Sign-ups -- A signup sheet will be made available at the September meeting. Bill volunteered for the upcoming weekend.

Executive Session – A closed session was conducted.

Congregational Meeting Preparation – Goal Group plans shall be presented. Appreciations recipients still need to be identified; Gretchen volunteered to order the related pins.

Final Reflections – Marge shall prepare the Closing Words for the September meeting. Tom shall prepare the 1-on-1 topic. Pam and Linda B will be unable to attend the next meeting. Sharon Smith will assume the role of Recording Secretary.

Closing Words — Susan closed with a poem concluding with “...the meeting has ended but service begins.”

Meeting Adjourned at 8:35 pm

BOT September Meeting — Thursday, 17 September 2015, 6:30 p.m., Boardroom

Respectfully submitted -- Terry Graham