

Board of Trustees Meeting Minutes
Unitarian Universalist Congregation, Santa Rosa
21 December 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), Sibyl Day (Secretary), Terry Graham
(Recording Secretary)

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

Opening Words & Chalice Lighting – Readings by Reverend Chris Bell: From *Welcome, A UU Primer*, "All are Welcome" by Editor Patricia Frevert and "We light this chalice..." by Mary Ann Moore

Agenda Review – No additional items added to the agenda

Timekeeper Volunteer – Sibyl Day

Minutes of 21 November 2013 Review -- Draft minutes corrected in situ -- Minutes accepted as corrected

Open Microphone – Jeanie requested that BOT members consider a mid-year refresher retreat

Treasurer's Report – Linda Balabanian, Treasurer

Treasurer's Report handout highlights for the first fiscal 5-months, July-November, included (1) Pledge Revenue is 15% & \$23K over budget, partly due to a few major pledgers having already paid their whole year pledge, (2) Sunday Basket is 24% & \$2.8K under budget, (3) Glaser Center net income is on budget, (4) Total Expenses are 5% & \$12K under budget and (5) outside of "Other Income", Net Income is \$21K. Financially, the congregation is doing very well.

A miscommunication with the Islamic society concerning the new lease conditions temporarily put their utilities payments slightly in arrears but catch-up payments are in process.

Emergency Fund Investment – The Financial Stewardship (FinStew) Team requested approval of an Emergency Fund investment plan that is 100% low risk mutual fund(s). Alan Proulx motioned and Laura Jean seconded the *Motion that the BOT accept FinStew's request that the Emergency Fund investment plan is 100% low risk mutual fund(s)*. The current investments are 100% CDs although the BOT had previously approved the investments to be 50% CDs and 50% low risk mutual fund(s). FinStew has taken the position that CDs are currently a poor investment choice. The Motion passed unanimously, 9-0; John Farison had not yet arrived to vote.

BOT input to the upcoming Annual Pledge Drive – Linda requested BOT input toward determining (1) the message statement of the campaign, (2) the logistics of supporting a "high

donor" event and (3) the specific project beneficiary of the potential Endowment Fund budget distribution for FY2014/15. Member inputs to be directed to Linda. BOT Financial Task Force to take the lead.

Music Director Status – Reverend Chris

A third strong candidate for the choir director position is with the choir this evening. An accompanist will have a second audition Friday morning. Selection will be difficult due to the high quality of the candidates.

Group Goals

Facilities – John Farison; group co-member Joe Como

- The "On Bill Financing" no-interest plan from PG&E to finance the LED lighting transformation may not be approved by PG&E. If not, the effort will be funded with a low-interest rate loan.
- John Jaffray and Bud Willis are preparing a RFQ for social hall sound reduction suppliers. A phased approach toward installing ceiling and wall panels will be considered.
- A microphone upgrade is being investigated.
- The electrical panel installation will slip about 2-weeks to mid-January; requiring 3-days to install.
- In response to Jeanie's query concerning adding blinds to common RE room), John stated that there is some degree of bouncing from project to project. He reiterated his appeal for staffing a facilities planning team. John and Joe Como to grow a dedicated operations team to analyze tasks and develop a task force plan.

Financial – Alan Proulx; group co-members Laura Jean Hageman & Linda Stabler -- No activity since last BOT meeting.

Community Support & Communications – Susan Bartholome; group co-members, Jeanie Bates, Lois Bell, Cathie Weise, Marge Wright

Group is establishing priorities. Need commitments from BOT members to staff the Meet a Board Member Table on Sundays. The table has been a "measure" of success but will possibly not have the table every Sunday in the future. A sign-up sheet was distributed. BOT members were encouraged to unilaterally engage with congregational committees/teams. A February/March meeting of leaders of committees/teams is tentatively planned to foster inter-team communications.

BOT Budget – Laura Jean Hageman

Laura Jean proposed a candidate FY2013/14 BOT budget. Discussion touched upon several historical data including (1) BOT members most recently paid \$1,860 out-of-pocket of \$2,300 retreat costs, (2) \$660 retreat costs and \$329 for supplies expended in FY2012/13, (3) \$433 of budgeted \$1K retreat cost have been expended in FY 2013/14, (4) \$118 of budgeted \$200 supplies expended in FY2103/14 and (5) zero of a \$900 training budget has been expended for

FY2013/14. The budget for FY2013/14 was adjusted to the sum of (1) \$1,500 for Board retreat, (2) \$250 for supplies and (3) \$500 for leadership training.

HR request for approval of changes to policies – Sibyl Day and Linda Stabler (HR Committee)

Sibyl led the discussion relative to the HR Committee (Sibyl, Linda & Joann Cleckner) proposal per a 6 December 2013 memo to change several sections of the UUCSR Personnel Policy Manual and the Staff Handbook.

- Vacation leave accrual – Accrual will no longer be use-or-lose at the discretion of the employee's supervisor. Accrual will be limited to 2-years' worth of vacation. Currently accrued hours are not subject to the 2-years' worth constraint.
- Holidays & personal days – the number of holidays will be expanded from 6 to 8 and the 2 personal days will be retained.
- Personal/sick leave – "Personal" terminology will be deleted; restricting leave to employee's injury, illness or other medical condition. Paid sick leave may be used for the illness of immediate family members.
- Bereavement leave – Bereavement leave added to allow for leave of absence of 3 days in the event of death of an immediate family member.

Motion: Cathie moved and Lois seconded a motion to accept the recommended changes to the UUCSR Personnel Policy Manual and the Staff Handbook per the HR Committee's 6 December 2013 memo. Motion passed unanimously, 10-0.

Proposal to sponsor forum to discuss energy options – Alan Proulx

Alan requested that the BOT sponsor an "Energy Forum" of presentations intended for Sonoma County businesses and residents, addressing future energy source choices between PG&E and Sonoma Clean Power. Speakers from each organization will be present. The forum will be hosted by the Congregation Shomrei Torah from 7-8:30 on Tuesday, 4 March 2014. Joe Como can share information regarding the pros and cons of the pending Sonoma Clean Power proposals. Invitations will be offered to members of Congregation Shomrei Torah, UUCSR and other interested congregational and business members in Sonoma County. BOT sponsorship will consist of UUCSR member volunteer support. Marge motioned and Linda seconded a motion that UUCSR be a coordinating entity in support of the Energy Forum at Congregation Shomrei Torah on 4 March 2014. Motion passed unanimously, 10-0.

Request of Nominating Committee – Jeanie Bates

Four BOT members will be leaving the Board next year. The Nominating Committee requests that the BOT determine its preferred size. The bylaws prescribe 8 to 12 members; current membership totals 10. The members decided to request 3 or 4 nominees of the Nominating Committee.

Final Reflections – The members expressed mixed emotions between happiness for Chris and anticipation of missing Chris during the sabbatical. Chris expressed thanks and appreciation for

his 7-years at UUCSR. Jeanie reminded the members that there is a draft budget to be approved in January.

Closing Words – Lois Bell: Reading “Song of the Builders” by Mary Oliver

Meeting Adjourned at 8:43 p.m.

Respectfully submitted -- Terry Graham