



Board of Trustees Meeting Minutes
Unitarian Universalist Congregation of Santa Rosa
16 January 2014

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

Members Not Present -- John Farison

Non-Members Present -- Linda Balabanian (Treasurer), Joann Cleckner, Sibyl Day (Secretary), Terry Graham (Recording Secretary), Kirsten Olney

Meeting called to order at 6:33 p.m. by Board of Trustees (BOT) President, Jeanie Bates

Opening Words & Chalice Lighting – Readings by Jeanie: From *Welcome, A UU Primer*; “I am only one” by Edward Everett Hale

Agenda Review –Added to the agenda: Intern Committee Report

Timekeeper Volunteer – Sibyl Day

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

Open Microphone – Alan reminded members of the “Choosing Your Electricity Supplier” forum to occur 4 March at Congregation Shomrei Torah. Joe will moderate the forum; UUCSR is one of the co-organizers.

Intern Committee Report – In Ben Ford’s absence, Jeanie read a communication from Ben explaining that an offer had been made to a candidate and a subsequent interview had been scheduled with another. Both candidates accepted internships elsewhere. Therefore, the Committee recommended that the congregation not host an intern in 2014/15 and to advertise earlier for a 2015/17 internship. *Laura Jean moved and Susan seconded a motion that the congregation not host an intern for 2014/15 and that the BOT support the Committee in its efforts to seek a candidate for a 2015/17 internship.* Motion passed unanimously, 9-0.

Treasurer’s Report – Linda Balabanian, Treasurer

Draft Budget – Kirsten Olney and Joann Cleckner, Financial Stewardship (FinStew)

FinStew compiled a detailed congregational committee prior year budgets and actual expenses as well as 2014/15 budget expense requests. The draft budget shows an increase in expenses of \$31K (5.6%). Total estimated pledge revenue is estimated to increase \$38K (10%) but the total revenue is estimated to increase \$21K, resulting in a \$10K deficit. Linda stated that a \$10K carryover surplus is projected from FY2013/14. *Lois moved and Laura Jean seconded to accept the Draft Budget.* Motion passed unanimously, 9-0.

Treasurer’s Report – Linda distributed the handout highlights for the first fiscal 6-months, July-December: (1) Pledge Revenue is 32% & \$58K over budget, largely due to pledgers having already paid their whole year pledge; forecast pledge revenue is \$20K in excess of budget, (2) Sunday Basket revenue is improving, from 24% & \$2.8K last month to 14% & \$2K under budget, (3) Glaser Center net income is \$1.4K under budget, (4) Total Expenses are \$8K under budget, (5) outside of “Other Income”, Net Income is \$41K and (6) Cash position remains strong and consistent. Financially, the congregation is doing very well.

FY2014/15 Endowment Fund Distribution – The potential Endowment Fund distribution for next FY is approximately \$7K. The distribution must be used for a specific program or improvement. FinStew recommends that the distribution be used to fund the upcoming website redesign. *This distribution requires congregational approval.*

Annual Pledge Drive – Annual pledge drive, “Together through the Decades” will kick off 23 February.

FinStew Recruiting – Linda requested that BOT assist in identifying 2 to 3 new members to carry out its responsibilities.

Group Goals

Facilities – John Farison, Joe Como -- Joe had nothing new to report but, speaking for John Farison, Cathie reported that there is an expected \$8-10K increased PG&E cost for the electrical panel installation. FinStew will be provided additional details.

Financial – Alan Proulx, Laura Jean Hageman, Linda Stabler – Alan requests that Joe & John support a current versus future facilities financial planning effort. A “goal setting” exercise is being planned which will involve the congregation and the Endowment Fund committee. Some specifics to be addressed are facilities, fund raising, charitable giving, cost savings and human resource funding. A handout was distributed delineating a 6-month plan to review and reclassify as appropriate, the job classifications and pay for regular staff members. Primary responsibilities lie with Linda Stabler, Janis Brewster, HR Committee, FinStew and the BOT. A recommendation to the BOT is planned for May 2014.

Community Support & Communications – Susan Bartholome, Jeanie Bates, Lois Bell, Cathie Wiese, Marge Wright
Susan requested commitments from BOT members to staff the Meet a Board Member Table on Sundays. Cathie mentioned that a notebook has been added to record member suggestions and to help facilitate follow up. A sign-up sheet was distributed. BOT members were encouraged to unilaterally engage with congregational committees/teams. A Saturday, 22 March, 1-4 p.m., “Leadership Assembly” meeting of leaders of committees/teams and BOT members is planned to foster inter-team communications. Cathie outlined the meeting specifics. Laura Jean discussed the in-process web redesign. A 31 January meeting with Andrew Hidas and Sybil Hunt is planned to work toward establishing a content management system, hiring a web designer/consultant and other details. Glaser Center web site will be independently developed.

Congregational Meeting – Jeanie reviewed logistics and BOT member responsibilities for the 16 February meeting.

Executive Session -

Closing Words – Cathie Wiese: Reading “Ode to Age” by Pablo Neruda

Meeting Adjourned at 9:00 p.m.

Respectfully submitted -- Terry Graham