



Board of Trustees Meeting Minutes  
Unitarian Universalist Congregation of Santa Rosa  
15 May 2014

**Members Present** -- Susan Bartholome, Jeanie Bates (President), 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 (Corporate Secretary), Terry Graham (Recording Secretary), Kirsten Olney (Budget Task Force), Brian Plude (Intern Minister)

**Meeting called to order** at 6:36 p.m. by Board of Trustees (BOT) President, Jeanie Bates

**Opening Words & Chalice Lighting** – Reading by Brian: A selection from "A Faith for Flame of Freedom" from C. G. Jung

**Timekeeper Volunteer** – Cathie Wiese

**Minutes of 17 April and 24 April 2014 Review** -- Draft minutes corrected in situ. Minutes accepted as corrected.

**Agenda Review** – (1) Add General Assembly (GA) delegate approval, (2) delete Group Goals report (3) add HR Benefits Package Options and (4) add Glaser Center Business Plan

**GA Delegate** – Jan Ogren approved as GA delegate via e-mail vote, 28 April 2014

**Treasurer's Report** – Linda Balabanian, Treasurer – The year-to-date July – April (10 months) financial report:

Revenue -- Pledge revenue in April was about \$6K under budget and year to date pledge revenue continues to be over budget. Sunday basket revenue for the month was \$500 over budget but is 12% under budget year-to-date. Glaser Center revenue is on budget.

Expenses – Total expenses are \$1.3K over budget, the same as last month. Utilities, Repairs & Maintenance and Supplies are significantly over budget.

Net Income – Net income is \$14K.

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

Sunday Basket Analysis -- An analysis of Sunday Basket revenue showing the difference between Sundays when we share the basket and Sundays when we don't for the first 9 months of this year was distributed. The analysis indicated that if we share the basket every Sunday as has been suggested, we will reduce our Operations revenue over \$1K a year. Fine Stew recommended that we continue to share the basket twice a month. Alan motioned and Marge seconded that we retain the current twice a month "share-the-basket". Motion passed unanimously, 10-0.

Budget Adjustments Status -- Since the last Board meeting 3 additional adjustments have been made to the preliminary budget: \$2K reduction in hourly staff costs in the Glaser Center, increase of \$400 in Religious Education (OWL training) and increase in \$600 staff benefits (Sexton dental). In addition, it was determined that the \$500 reduction in Printing and Reproduction expense suggested at the Board meeting is not feasible. With the other changes suggested at the Board meeting as well as the three changes since the Board meeting, the preliminary budget currently shows a net income of approximately \$2.5K. The Financial Stewardship Team recommends the following in relation to the budget: (1) the Preliminary Budget should be balanced, (2) the Board should revisit the recommended compensation adjustments and/or alternative benefit options with guidance from the HR Team, (3) in any event, staff raises should not be enacted until after the final budget is approved by the congregation and should then be paid retroactively to July 1, (4) reduction in dues paid to UUA and PCD should be minimized, (5) The BOT should develop a plan to improve the revenue from the Glaser Center in the final budget.

**HR Benefit Package Options** – Sibyl Day, HR Committee – Handouts included (1) benefits comparison between the current Kaiser Plan, HMO and a candidate Kaiser Gold 0/30, HMO Affordable Care Act (ACA) plan, (2) costs to the congregation and to employees of the two plans under assumptions of a zero and a 5% of cost employee contribution, (3) tabulation of current coverage cost for FY14/15: health insurance, dental, vision, long term disability (LTD), and accidental death & dismemberment (ADD) and (4) description of coverage for ADD, LTD, State Disability Insurance (SDI) and a voluntary alternative to SDI. The change in Kaiser plans would save an estimated

\$4.8K per year. The 5% employee contribution would further decrease congregation cost and correspondingly increase total employee cost \$1.6K. With no changes, the total cost of coverage to the congregation for FY14/15 is \$44.4K. After lengthy discussion, a motion by Lois and seconded by John to change from the current Kaiser plan to the Kaiser Gold 0/30 ACA plan passed unanimously, 10-0.

**Preliminary FY14/15 Budget Adjustments** – Various candidate adjustments discussed including dues payment increases and decreases and reduced payroll increases. Motion by Lois and seconded by Susan to retain the currently budgeted pay increases passed unanimously, 9-0-1 (one abstention). The Budget Task Force was instructed to allocate the \$7.3K revenue over expenses amount (\$4.8K reduced health care cost plus \$2.5K from the Treasurer Report) toward the less than 100% dues funding.

**Funding for Delegates to General, District & Regional Assemblies** – Laura Jean distributed delegate cost information and a proposed policy for funding delegates. The proposal included (1) delegates may request all or part of registration fees, (2) request must be no later than the assembly beginning and delegate agrees to provide a report re assembly decisions and proposals, (3) the funding will be prorated if the requests exceed budget, (4) delegates will be encouraged to apply for UUA Planning Committee Matching Grant Scholarships. The motion by Cathie and seconded by Alan to accept the proposal passed unanimously, 10-0.

**Congregation Members as Employees Policy** -- Linda, HR Committee, distributed a proposed policy concerning issues for consideration requiring member employees to accept the policy. The policy considers the advantages, disadvantages, potential special difficulties and the vetting process. Cathie moved and Lois seconded a motion to accept the policy. Motion passed 6-1-3 (one opposed and three abstaining).

**Music Staff Bonuses** -- Linda, HR Committee, recommended approval of bonuses for the music staff. Motion to accept the recommendation by Susan, seconded by Alan passed unanimously, 10-0.

**Congregational Meeting Planning** – Dates for FY14/15 meetings were selected; the first Sundays in October, February and June. Candidates for Appreciation Awards were discussed. Power Point presentations are to be sent to Erin Howseman no later than June 4 for the June 8 meeting.

**Interim Staff Supervisor Report** – Lois reported that progress is being made in developing new job descriptions.

**Glaser Center** – Joe discussed developing a Business Plan for the Glaser Center. The plan will be jointly developed by an ad hoc committee including the Glaser Center Committee and others. Plan will address expectations, targets, budgets and financial plans. A draft plan will be presented at the BOT retreat/planning session. John motioned, Susan seconded to accept Joe's plan to develop a plan. Motion passed unanimously, 10-0.

**Final Reflections** – This being Brian's last BOT meeting, good-byes & appreciations were expressed by all. Brian admitted it's hard to say goodbye. Brian outlined his further ministerial plans and education at Starr King.

**Closing Words** – Bryan expressed appreciation for the BOT in making difficult decisions.

Respectfully submitted -- Terry Graham