



Board of Trustees Meeting Minutes
Unitarian Universalist Congregation of Santa Rosa
21 August 2014

Members Present -- Jeanie Bates (President), Susan Bartholome, Marilyn Beckerbauer, Joe Como, Alan Proulx, Linda Stabler, Pamela Tennant, J.D. Thompson (Vice President), Marge Wright

Members Not Present -- None

Non-Members Present -- Reverend Chris Bell (Minister), Sibyl Day (Corporate Secretary), Terry Graham (Recording Secretary), Kirsten Olney (FinStew representative)

Meeting called to order at 6:32 p.m. by Board of Trustees (BOT) President, Jeanie Bates

Opening Words & Chalice Lighting – Readings by Reverend Chris from “Bless the Imperfect: Meditations for Congregational Leaders”

Timekeeper Volunteer – Sibyl Day

Minutes of 19 June Review – Minutes accepted as submitted

Action since the June Meeting – On 13 July, the BOT approved via e-mail vote, the recommendation from the Communications Team that UUCSR contract with Peter Wilson to maintain the website for the next fourteen weeks. Motion passed unanimously, 6-0 with three abstentions, two of which were stated as such and one no-response.

Agenda Review – The “Budget Timeline Change” item was moved to follow the “Treasurer Report”

Treasurer’s Report – Kirsten Olney, FinStew, presented the Linda Balabanian Treasurer’s Report – For the recently completed FY13/14 (Jul ’13 – Jun’14):

Revenue -- Pledge revenue was \$398,500; \$1.5K less than the most recent forecast but \$16K over budget. – Sunday basket revenue was approximately \$3.6K, 13%, under budget for the year. This was consistent throughout the year and expected.

Glaser Center revenue and expenses were restated based on the results of the Glaser Center financial analysis. The budget was similarly adjusted. In addition, for property tax purposes a year-end allocation of other operating expenses was applied. The net loss before the application of the year end allocation was approximately \$11.5K which was as expected and very close to the budget after restatement adjustments. Contracted expenses in relation to events were significantly over budget but offset by under budget performance in employee expenses and general expenses.

Expenses -- Total expenses on the financial statements are about \$26K over budget. This includes the \$13K for the ceiling mounted projector that is offset by the restricted donation made for it. A donation from a member wishing to remain anonymous was received for the purchase of the ceiling mounted projector. Equipment expense is over budget by the amount of the projector cost offset by this donation revenue for a zero net. Repairs & Maintenance is over budget by about \$16K which is the total for the electrical panel replacement that was not covered by the Building System Replacement Fund. Fundraising Expense and Furniture/Fixtures Expenses are the only other categories significantly over budget. The Fundraising Expense overage pertains to the Glaser Center. Most other expense categories were either on budget or under budget.

Net Income -- We had a net loss of \$12K, although the Budget was balanced through transferring a surplus from the prior year and transferring the endowment distribution of \$5.5K. The negative P&L indicates that there is no surplus to apply to the FY14/15 budget.

Cash Position - our cash position is adequate for normal operations

Year-to-date July (1 month) Financial Results:

Revenue -- Pledge revenue in July was \$7K over budget, a good start to the year. Sunday basket revenue for the month is on budget. Glaser Center revenue is \$2K under budget, all in relation to events and concessions. There were no events in July and none are scheduled for August. Most expenses are under budget. Net income is under budget by \$1.3K.

Expenses -- Employee expenses are over budget but this is primarily the result of an up-front payment for benefits.

Total expenses are \$8K under budget. Most expenses are either on budget or under budget. A few under budget areas are the result of timing differences so it is too early in the year to forecast based on these results.

Net Income is \$11K. With the exception of the Glaser Center, we have made a solid start to the year.

Budget Timeline Change – Kirsten presented FinStew’s recommendation to change the budget timeline so that there is a budget at the beginning of the fiscal year. Currently, we don’t have a budget until the 4th month; after the congregational vote at the Fall meeting. A motion by Joe and seconded by Alan to (1) adapt the budget timeline recommended by FinStew such that the budget is voted upon at the Spring congregational meeting, (2) modify By-Laws Article IV, §2b by changing the following lines *from* “• Present preliminary budget for the coming fiscal year • Vote on final budget for the fiscal year” *to* “• Present and vote on the budget for the coming fiscal year”, and (3) present this By-Law change to the congregation for vote at the Fall 2014 meeting. Motion passed unanimously 9-0.

Glaser Center Project Follow-Up – Joe presented three draft handouts comparing GC income and expense accounts for FY13/14 and projected FY14/15, revenue increases required to attain a non-negative P&L, and individual event revenue and cost breakdown. The data will be refined and further analyzed in preparation for the upcoming planning session at the BOT retreat.

Approval of New HR Committee Member – Sibyl requested BOT approval of ReeAnn Dixon as a member of the HR Committee. Marge motioned and Lois seconded that ReeAnn be approved. Motion passed unanimously 9-0.

Kaiser Coverage Options – Sibyl, HR Committee, recommended that the employee medical coverage be changed to the Affordable Care Act compliant Kaiser Gold 0/30 Plan at the time of policy renewal, 1 Oct 2014. BOT approved the recommendation during the Executive Session – vote count is not available.

Executive Session – No report

Respectfully submitted -- Terry Graham