



Board of Trustees (BOT) Meeting Minutes  
Unitarian Universalist Congregation of Santa Rosa  
18 September 2014

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

**Members Not Present** -- Joe Como

**Quorum** -- Six member minimum satisfied.

**Non-Members Present** -- Bob Anderson, Linda Balabanian (Treasurer), Reverend Chris Bell (Minister), Terry Graham (Recording Secretary), Sara Jones & Ellen O'Hare (Homeless Service Action Group)

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

**Opening Words & Chalice Lighting** -- Reading by Reverend Chris, "Reading for the Standing Committee" by Phyllis B. O'Connell

**Timekeeper Volunteer** -- Linda Stabler

**Minutes of 21 August Review** -- Minutes accepted as amended.

**Action Since the August Meeting** -- (1) 11 September 2014, BOT approved, via e-mail, additional hours, as required, for the Sexton position and (2) 23 August 2014, BOT unanimously eliminated the Glaser Center Manager position.

**Agenda Review** -- Delete the 8:20 p.m. item, "Need for additional Sexton position hours"

**Open Mic** -- Jeanie announced that 2015 BOT retreat will occur 21-23 August at Walker Creek Ranch

**AED/CPR** -- Member, Bob Anderson, representing himself and spouse, Monica, proposed that the BOT approve conducting cardiopulmonary resuscitation (CPR) training to include Automated Electrical Defibrillator (AED) training for a minimum of 4 of each breakfast crew and acquisition of an AED for installation near the kitchen. The motion and second was to obtain an AED and install near the kitchen and to conduct CPR/AED training for at least 4 members of the breakfast teams. Discussion included a message from Joe Como noting that UUCSR would have to commit to (1) regular maintenance, (2) testing after each use & no less frequent than every 30-days, (3) reporting its use to the licensed physician and to the Emergency Medical Services Agency, (4) having at least one trained employee during all normal working hours, (5) a written plan for AED use, provided by the AED provider, and (6) compliance with regulations governing placement of the AED as prescribed by a licensed professional. Of these items, Bob didn't know if UUCSR could comply with item #4. Board agreed that compliance would be accomplished by ensuring that Reverend Chris Bell, Janis Brewster, Administrator, and Peter Wilson, Sexton, be trained. Bob has identified donors who have committed to covering the cost of the project. The Northern California Medical Associates' cardiac nursing staff has agreed to donate the training. Limited training can be provided to members other than kitchen staff and the three employees. Given approval, the schedule is to complete the project by calendar yearend. Motion passed unanimously, 8-0-0.

**Treasurer's Report** -- Linda Balabanian presented the year-to-date, July (2-month) report.

**Revenue** -- Pledge revenue through August was \$2K over estimated budget. Sunday basket revenue for the month is at estimated budget. Glaser Center net loss is approximately \$5K but will be better defined after revenue and expense reallocations are made and a budget is determined/passed at the October Congregational meeting.

**Expenses** -- Total expenses are \$9K under estimated budget.

**Net Income** is \$8K. With the exception of the Glaser Center, we have made a solid start to the year.

**Cash** -- Cash position is adequate for normal operations.

**Budget Update** -- Linda presented to the members, the FinStew recommended budget in an Executive Session.

**Goal Groups** -- (1) Financial -- Alan & JD list of goals include developing realistic financial expectations, member education re financial situation, year-round fund raising, (2) Facility potential projects -- Joe & Pam listed noise reduction in social hall, restroom remodel, solar panels, energy efficiency evaluation, long term greening goals, carpet

replacement, sanctuary painting, building security, (3) Communication – Susan, Jeanie & Marge listed strengthen BOT/Committee liaisons, website rollout, activity fair, leadership development, resolve CEO question, NBOP participation, earthquake preparedness, CPR training, campus ministry and (4) Hopes, Dreams... -- Alan, Linda, Marilyn & Chris plan to conduct a congregational visioning process.

**Homeless Services Action Group Proposal** – Sarah Jones and Ellen O’Hare proposed UUCSR joining the Redwood Gospel Mission’s Nomadic Shelter (NS) program. The proposal outlined the program and detailed the UUCSR responsibilities & the services to be provided by NS. Bedding will be provided by NS. UUCSR will host 4-nights per winter, screened homeless to be delivered to UUCSR at 6 p.m., staying until 7 a.m. Two UUCSR volunteers will stay overnight with 2 staff members from NS; an option to prepare & share a meal would require UUCSR 10 volunteers. UUCSR volunteers will be trained by NS. Cost for utilities, supplies, carpet cleaning is estimated at \$500. Three educational forums will be conducted prior to the Congregational meeting. The response to a congregational survey with 81 responses, 46% supported doing “something” for the homeless with 26% opposed. A4SJ, FinStew and Operations were solicited for concerns with resolutions provided. JD questioned the impact upon social hall events; Sara had obtained a schedule to avoid conflicts. Alan Proulx moved and Marilyn seconded to present the NS proposal to the congregation. Motion passed unanimously, 8-0-0.

**Glaser Center Committee (GCC)** – Linda recommended that the BOT approve 2 new members to the GCC, now comprised of Mary Louise Jaffrey (Chair), Ted Miller, J.D. Thompson, Linda, Janis Brewster, Joe Como, & Elizabeth Marrs. J.D. Thompson distributed the Glaser Committee report dated 18 Sep 2014. The GCC met 15 Sep with the first 4 aforementioned members in attendance. Five decisions were made: (1) Janis Brewster or her delegate is the potential user point-of-contact, (2) No non-UUCSR groups will have access to the 2<sup>nd</sup> floor, (3) UUCSR sponsored groups are prohibited from any type of fund raising while using the facility at no cost, (4) members and sponsored groups are responsible for clean-up, lights and , if they are the last to leave, securing the building, and (5) reaffirmed that the Facility Use Terms & Conditions will be enforced. Further, (a) GCC & Operations Committee will develop end-of-day security measures, (b) a tentative priority of user groups was established, (c) recommendation that the Aesthetics Committee takeover curating of art displays, (d) GCC requests clarification re categorization of NBOP as a “sponsored” group. Requests (c) and (d) were tabled.

**Congregational Meeting Overview** – Breakfast providers not yet identified, BOT members’ slides to Erin NLT Oct 3, Goal groups decide who to present, Susan to do “appreciations”, will have a 5-minute GA presentation, Budget timeline bylaw change proposal, Homeless Services Action Group proposal.

**Final Refection** – Reverend Chris stated appreciation to Jeanie & the BOT for the work of the last few weeks.

**Closing Words** – Reading by Pam from the “Miracles of Dialogue” by Reuel L. Howe

**Meeting Adjourned** by Jeanie at 9:14 p.m.

Respectfully submitted -- Terry Graham