



Board of Trustees (BOT) Meeting Minutes  
Unitarian Universalist Congregation of Santa Rosa  
20 November 2014

**Members Present** -- Susan Bartholome, Jeanie Bates (President), Marilyn Beckerbauer, Joe Como, Alan Proulx, Linda Stabler, Pamela Tennant, Marge Wright

**Members Not Present** -- None

**Quorum** -- Six member minimum satisfied

**Non-Members Present** -- Linda Balabanian (Treasurer), Reverend Chris Bell (Minister), Sibyl Day (Corporate Secretary), ReeAnn Dixon (HR Committee), Terry Graham (Recording Secretary), John Jaffray (Building Maintenance Team), Peter Wilson

**Meeting called to order** at 6:30 p.m. by Board of Trustees (BOT) President, Jeanie Bates

**Opening Words & Chalice Lighting** -- Reading by Reverend Chris, "Charge to the Parish Minister"

**Agenda Review** -- No changes

**Timekeeper Volunteer** -- Sibyl Day

**Minutes of 16 October Review** -- Minutes accepted as amended.

**Open Mic** -- John Jaffray, Building Maintenance Team, initiated a discussion regarding building security. John cited instances where doors were unlocked and unmonitored. He distributed the most recent but unenforced security policy statement of 22 July 2006. The Operations Committee is proposing acquiring commitments from volunteers to monitor the doors, 5:30-7:30 pm, Mon-Thurs. It may be required that we hire someone to enforce the policy if volunteers aren't sufficient. Jeanie suggested that the Board work with Operations and the Glaser Center Committee to devise a policy and a plan for enforcement for the weekend as well as for weekdays. Pam observed that security is an aspect of interest to the Facilities & Infrastructure goal group.

**Treasurer's Report** -- Linda Balabanian presented the four-month, year-to-date (YTD), October report.

Revenue -- Pledge revenue is \$15K over budget. Sunday basket revenue is \$950, 12% over budget. Donations are less than \$100 and cancel the basket revenue over-budget amount. The Service Auction grossed \$24K compared to the \$19K budget. Even after expenses, the Service Auction will exceed the entire yearly fund raising budget.

Glaser Center (GC) financials are skewed due to the severance package payment in September. GC is still operating with negative net income but improving each month. GC performance overall is expected to match budget by year end.

Expenses -- Total expenses are \$7K under budget.

Net Income is \$16K over budget.

Cash position is adequate for normal operations.

Making the Annual Pledge Drive Obsolete -- Linda distributed a summary of the book addressing pledge revenue without implementing an annual pledge drive. FinStew has reviewed the book and approved moving forward with this methodology.

Sharing the Basket Every Sunday -- A primary element of changing the approach to pledge revenue is expanding the mission of the congregation. Sharing the basket every Sunday is a recommendation to help expand the mission. Linda led the discussion re the protocol of expanding the list of potential local beneficiaries.

Glaser Center Committee (GCC) -- Linda Balabanian discussed the newly proposed GCC Charter & Vision Statement. Also, the GCC 19 November Report addressed other issues for BOT's consideration, viz. a "Concert for Vinnie" and "Occupy" sponsorship by Advocates for Social Justice (A4SJ). All three of these items were tabled due to the lack of time for consideration.

**Goal Groups** -- (1) Facilities & Infrastructure -- Pam Tennant and Joe Como discussed establishing a list of projects, prioritizing and projecting costs with input from the upcoming congregational survey. Some discussion continued re the facility social hour improvement options and potential funding sources. (2) Vision -- Alan discussed the effort to develop a paper & electronic questionnaire to solicit ideas from the congregation in envisioning the future of UUCSR. The survey

is expected to be initiated in December; will be working with the neighborhood groups in January and February to establish the visionary model which will be presented circa March/April. (3) Communication & Governance – Susan Bartholome and Marge Wright provided updates on the “Leadership” event to be held in Spring 2015, the CPR-training being led by Bob Anderson, the “talk to a BOT member” Sunday service table, and the archiving congregational history task. Jeanie urged the BOT to support the RE parents and children through hands-on volunteering in the classrooms.

**Minister’s Letter of Agreement (LOA)** – The Minister’s LOA calls for an annual Covenant of Ministry and Goals document. Reverend Chris presented a draft at the meeting. The “covenant” is to be mutually agreeable to the minister and to the congregation. It delineates the scope of the ministerial position and duties. Some discussion addressed specifics in the document but, since the document deserves closer scrutiny, Jeanie will compile refinements and, together with Reverend Chris, bring the document back to the BOT for final approval.

**Executive Session** – no report

Respectfully submitted -- Terry Graham