



Board of Trustees (BOT) Meeting Minutes
Unitarian Universalist Congregation of Santa Rosa
18 December 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), Terry Graham (Recording Secretary)

Meeting called to order at 6:37 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 20 November Review -- Minutes accepted as amended.

Open Mic -- Reverend Chris commented that the bulletin board between the restrooms is being underutilized. "Volunteer Opportunities" section is not current and the BOT section is empty. Jeanie committed to see that, at a minimum, the minutes will be posted.

Treasurer's Report -- Linda Balabanian presented the five-month, year-to-date (YTD), November report.

Revenue -- Pledge revenue is \$8K over budget. Pledge payments are typically ahead of budget during the last quarter of the year but this YTD pledge amount is \$10K behind that of November 2013. Sunday basket revenue is over budget by \$1.5K. Donations are \$1K under budget but improving.

Glaser Center (GC) under budget rental revenue doubled in November and is now \$2.7K. There is at least one proposed fundraiser in planning between the GC Committee & FinStew.

Expenses -- Total expenses are \$8K under budget although there is an additional \$2K of website upgrade contracted services posted. Also, there is \$1.3K of workers' comp expense under budget due to payment timing. So the \$8K under budget is closer to \$5K. With the exception of Repairs & Maintenance, most expenses are at or under budget.

Net Income is a positive \$8K.

Cash is adequate for normal operations.

Budget -- Jeanie requested that the leadership funding requested a year ago, appear in the upcoming draft budget to be proposed by FinStew. Linda and Jeanie agreed that any potential transfer from the Endowment Committee not appear in the draft budget.

Sharing the Basket Every Sunday -- FinStew has reconsidered the proposal to share the basket every week but, after two tie votes, requests that the BOT decide without a FinStew recommendation to change. Discussion touched upon whether or not to start Share the Basket in January or March or at all. Reverend Chris supported starting in January and that the move would support the messaging planned for the spring pledge drive. Alan moved that the congregation share the basket every week, starting in January 2015; Susan seconded, Motion carried unanimously, 8-0-0.

Goal Groups -- (1) Facilities & Infrastructure -- Pam Tennant expressed concerns re building security. The Operations Committee is planning to change funneling of visitors through the front door only, rather than through the breezeway. This raised the question of the lack of control of keys that have been issued/copied & re-keying the breezeway and whether re-keying solves the problem since doors are left open. There is a need to re-state the "rules" to Committee chairs. Monitoring the doors appears to be a key to the solution. We may have to hire a monitor if we can't obtain a sufficient quantity of volunteers to monitor. The issue was left with acknowledgement that Operations is working the issue. The ongoing survey was briefly mentioned. Where will our long term priorities and funding be? -- Building? High

cost mandatory maintenance? Physical upgrade projects? Pam supported informing the congregation about potential projects and associated costs to help define direction. Reverend Chris mentioned that the early survey results emphasize building issues. Pam & Joe Como will work closely with the Visioning Goal Group. (2) Vision – Alan stressed desire that more congregates respond to the survey request. In addition to house meetings, will need additional meetings within the congregation, e.g. committees, RE parents, choir.... In the past, some groups have had less than half the members contribute to similar surveys. Jeanie queried as to whether the survey accommodates those without on-line access, Alan responded positively but without specifics. Reverend Chris noted that the survey is scheduled to end in 2-weeks. With regard to neighborhood house meetings, Reverend Chris and Sibyl Day mentioned that “Leaders” have been named. Sibyl stated that North Bay Organizing Project has a model system in place that we are emulating. Phone calls will be made to encourage attendance. Pam requested that the congregation be informed prior to the calls to avoid a “cold calling”. The meetings will be addressed at the pulpit and in the newsletter. BOT members volunteered to be “Captains” in the process.

Covenant of Ministry – An attempt to review the draft *Covenant of Ministry* was tabled when it became apparent that the BOT members had varied drafts. Reverend Chris will change the format to a pdf and redistribute.

Members as Employees Policy – A vote on the accepting the proposed *Members as Employees Policy* was tabled after discussion resulted in determining that the policy needed some qualification to increase flexibility.

Glaser Center Committee Charter – The proposed organizational charter and vision statement was unanimously approved, 8-0-0, after an amendment by Joe Como whereby the third sentence was changed to read “The Glaser Center Committee (Committee) provides oversight, support and direction consistent with the overall direction as provided by the Board of Trustees for the operations of the Glaser Center and assists the Board designated Rental Coordinator (RC) in relation to issues that come up.” was moved by Marge to approve and seconded by Alan.

Congregational Meeting – BOT PowerPoint inputs are to be submitted to Erin Howseman no later than 18 January. The 2 February solitary service will start at 9:15 a.m. and the congregational meeting will commence at 10:30. A bylaw change (handout) addressing the role of the congregation President, that is “ARTICLE VI. OFFICERS, Section 3. President” to be presented for vote to the congregation was unanimously approved, 8-0-0, after a motion by Joe and second by Marge to approve.

Accompanist Status – The accompanist is embarking upon an East Coast tour and will not be able to remain in the position. Pianist coverage has been arranged for January with the goal of hiring a replacement by February.

COSM – Bob Anderson was unanimously approved, 8-0-0, as the COSM replacement for Cathy Read after the motion for approval by Marge and a second by Alan. Further, COSM is assembling a Ministerial Evaluation Questionnaire to collect input for the pending minister evaluation.

8:50 p.m. Executive Session – no report

Respectfully submitted -- Terry Graham