

UUSS Board of Trustees Meeting Minutes

April 24, 2014

Board Members Present: Linda Clear, Linda Klein, Glory Wicklund, Cathy George, Gordon Gerwig, Janet Lopes, Eric Ross, Meg Burnett, Peter Killian

Board Members Absent: Charlotte Selton

Staff Present: Rev. Roger Jones

Guests: Carrie Cornwell

The meeting was called to order at 7:00 p.m.

Consent agenda

The March minutes were unanimously approved.

Implementing the Master Plan

Carrie Cornwell presented a new structure for Implementing the Master Plan. The new structure, titled UUSS Building Project: Building for the Future, should serve us well as we move forward. The project will be overseen by a Steering Committee that will coordinate, integrate and communicate within the project as well as with the BOT and the congregation.

There are three teams under the Steering Committee:

- Project Delivery Team manages the project budget, plans and oversees the logistics of our moves, serves as liaisons to key UUSS groups and committees, and archives key documents.
- Project Managers coordinate construction with architects and construction contractors.
- The Funding Team is responsible for fundraising to support the project, overseeing the Capital Campaign 2014 and coordinating with the Stewardship Committee.

Linda K. moved, and Meg seconded the motion that the BOT approve this new organizational structure with Margaret Wilcox as Chair of the Steering Committee. Other members of the Steering Committee are: Carrie Cornwell; Dennis Clear; Janet Lopes, who will be the BOT liaison; and another member yet to be named. This motion was unanimously approved. John McMillan and Judy Moran are the project managers. Members of the Project Delivery Team will include Joan Rubenson and Glory Wicklund with other members to be named.

Endowment Trust Policy

Linda K. moved, and Peter seconded, the motion that only money that is designated for the Endowment Trust go into the Endowment Trust fund. This motion was unanimously approved. Cathy will post the new policy on the UUSS website. This means that undesignated memorial donations will go into the Heritage Fund or Bequest Funds, depending on size.

Linda C. indicated that the Endowment Trust would like to change how the Endowment Trust funds can be used. This would involve preparing a new trust document and will be coming to the Board in the future for consideration.

Treasurer Report

Glory presented the Treasurer's Report. The auction was very successful and made \$18,300 which exceeded the expected income of \$16,000.

March had good plate and pledge income. Income from building rentals is low at 53% of what was budgeted to date. This category will likely cause an overall deficit in this church year.

The budget for 2014-15 was discussed with most of the discussion centering on staff salaries. Meg moved, and Peter seconded that the budget be approved. The budget was unanimously approved.

Employee evaluations need to get done. In the future, it is recommended mid-year evaluations be conducted so they are not tied to budget.

We have received a tentative approval letter for a loan from Five Star Bank. Glory and Gordon have prepared a summary of the loan conditions. We will not have final approval on the loan for at least 3 weeks. If things progress according to plan, the move date may be the first of August. New architects have submitted proposals and there will be a meeting tomorrow to choose a new architect.

Website Update

Peter reported that things are progressing on the Website update and showed us a mockup of the new Web page.

Stewardship

There will be a meeting with the Stewardship team and Rev. Roger to debrief what worked well this year and what needs improvement for next year.

Michele has provided an update on the 2014-15 pledges and there have not been any significant changes from the previous figures. Michele has contacted many of the pledgers that did not fill out a new pledge form. Most of these pledgers are keeping their pledges the same as 2013-14, but some are raising and lowering them. Michele

will be asked to complete the confirmation contacts. People seem to be comfortable with the new process of continuing pledges at the same level from year to year unless they have filled out a new pledge form.

Program Council

Meg reported that Program Council getting Friends in Deed updated and finding a new chair for FID. PC is planning a lunch for committee leaders on June 1.

Minister Reports

Rev. Roger and Rev. Lucy worked closely with Glory to plan the staffing for 2014-15. Rev. Roger thanked the Board for the generosity to staff in new budget. Roger met with the Nominating Committee about filling some spots of elected leaders who will be leaving midterm. The Congregational Support Coordinator will be ending her service with us on June 30. The music accompanist will also be leaving in May. Rev. Roger has lined up guest musicians for the summer Sundays and will look at hiring an accompanist over the summer.

Both Rev. Roger and Rev. Lucy attended the spring meeting and retreat of the UU Ministers Association and Roger will attend the PCD district assembly in Sacramento April 25-27. Lucy is at a UUA committee meeting in Tulsa.

Rev. Lucy was busy in April helping with the planning and preparation of materials for the April 6 congregational meeting and with the IMP and Board leadership to plan the new structure for the UUSS Building Plan.

Membership Committee

Linda K. presented attendance charts that Dave Dawson had prepared. Attendance at first service is increasing and second service is decreasing, so they are fairly balanced now. Overall attendance is about 65% of membership, which is considered good for a UU church.

Board Business

Linda C. discussed Board business including the May congregational meeting. Agenda Items for the next meeting include possible revisions to the policies for the Heritage Fund and to Bequest Funds over \$10,000, Lucy's contract, and a staffing plan update.

Charlotte will center in May.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted, Cathy George, Secretary, UUSS Board of Trustees