

UUSS Board of Trustees Meeting Minutes

August 28, 2014

Board Members Present: Linda Clear, Linda Klein, Cathy George, Denis Edgren, Shirley Hines, Carol Jacobs, Peter Killian, Charlotte Selton

Members Absent: Janet Lopes, Terry Preston

Staff Present: Rev. Roger Jones

The meeting was called to order at 7:05 p.m.

Consent Agenda

The July BOT minutes were unanimously approved.

UUSS Building Project Updates

Janet Lopes prepared a written update regarding the building project. The building project steering committee met with Project Managers to review the final budget from Jackson Construction. The budget was approved. The project should finish on time even though there has been some delay in getting started. The project will start demolition soon. The Steering Committee will meet with UU Davis congregants in September to discuss their fundraising experiences.

Church Funds and Purposes

Denis provided an overview of the different church funds, their purposes and balances. The operating fund pays for the payroll and the daily operation of the church. UUSS has a reserve fund of \$25,000. Denis would like to see that increased.

The Temporary Restricted Funds are restricted by the Board. The Board of Trustees needs to approve a motion to spend money from those funds. There are approximately \$330,000 in assets in the Temporary Restricted Funds, including bequest funds. The Endowment trust has about \$370,000. Elected Endowment trustees decide how to spend the endowment money, and the trust defines the amount available for spending each year.

The Heritage Fund has nearly \$16,000 and currently receives memorial gifts of less than \$1,000. Denis recommended that a decision flow chart be developed to demonstrate where incoming funds should be assigned.

Most of the Capital Campaign funds have been transferred to Five Star Bank for construction costs but UUSS does have some Capital Campaign funds that have not been transferred.

Thank you letters are already being written for contributions to the Endowment Trust

and to Bridging the Gap for the building fund. Rev. Roger said he would develop a standard letter template that could be used by the office to thank donors to other funds. These are typically memorial gifts which are going to the Heritage Fund. Linda K. suggested that Finance Committee discuss whether the Betty Ch'maj funds should be put in permanently restricted funds.

Treasurer's Report

Denis reported that the Finance Committee goes over the operating budget each month before the board meeting. The Finance Committee is confident that budgeted pledge income is realistic and achievable. The Finance Committee is asking the bookkeeper to look into automating certain recurring bill payments to save time and expense. Denis indicated that it is important to have budget surplus this year because we may have unexpected expenditures this year.

Stewardship - Cathy reported that the Stewardship retreat was held last Saturday. Chuck Todd and Lauren Davis-Todd are leading the Stewardship team again this year. The theme this year is generosity. Kick off Sunday, will be Feb. 8 with a UUA guest speaker arranged by Rev. Roger. The Stewardship drive will end March 15. The Committee will be asking members to increase their pledges to support the building project. Eric Ross will recruit testimonial speakers. Next meeting will be October 5, to discuss doing personal visits.

Bud Swank will offer a leadership retreat on November 15 to discuss coordination of major revenue streams at UUSS.

Membership – Linda K. reported that things are going pretty well at SAUCC. They have a different head usher each week and are having a greeter training September 21.

Program Council-Carol Jacobs reported that Program Council has not selected a chair and will be rotating leadership. The new Website design was discussed. The Program Council decided not to hold a fall opportunity fair at SAUCC. It was recommended that committees put tables out in the courtyard periodically.

Website – Peter put the minutes from the last Website Committee into dropbox. Peter thinks the new Website might be done in the end of September.

Minister Reports – Rev. Roger and Rev. Lucy provided written reports on their activities in the last month. The groundbreaking ceremony and move to SAUCC went well. Attendance has been strong. An all-church letter to welcome folks back to the new church year was sent out in August. Both ministers are working on preparing for the small group spiritual deepening circles that will be starting in October. Roger is working with Miranda and the religious education volunteers to plan for the coming year. Rev. Lucy reports that negotiating with SAUCC and coordinating issues occupied much of her time in August.

Board Business – Linda C. and Linda K. discussed logistics for the Board retreat on August 30. The October congregational meeting will be held October 12. Denis will center in September. The meeting adjourned at 9:10 p.m.

Respectfully submitted,
Cathy George, Secretary, Board of Trustees