

UUSS Board of Trustees Meeting

December 19, 2013

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

Board Members Absent: Janet Lopes

Staff Present: Rev. Roger Jones,

Guests: Judy Moran, Joan Rubenson, Ginger Enrico, Carrie Cornwell, Barbara Gardner

The meeting was called to order at 7:05 p.m. Charlotte Selton was welcomed as the new student member.

Consent agenda

The November minutes were unanimously approved.

Sale of the Duplexes

Gordon Gerwig moved, and Linda Klein seconded the following motion:

1. The possible sale of the duplexes to D&S Development, Inc. should be pursued.
2. Linda Clear, as President of the BOT is authorized and directed to negotiate, sign, and deliver a Purchase and Sale Agreement to bind UUSS to the sale of the duplexes to that buyer for the sum of \$300,000. The Purchase and Sale Agreement will be contingent, among other things, on the completion of due diligence by D&S Development, Inc. The escrow for the sale shall close as soon as reasonably possible after all contingencies have been satisfied. The property will be sold in "as is" condition.
3. The law firm of Meegan, Hanschu & Kassenbrock and attorney James Hanschu shall represent UUSS in connection with the possible sale. The Agreement for Legal Services signed by Linda Clear is ratified and approved.
4. Linda Clear is authorized and directed to sign any additional necessary documentation and take all other reasonable action on behalf of UUSS based upon the advice of legal counsel to consummate the anticipated

transaction for the sale of the duplexes to D&S Development, Inc.

The motion was unanimously approved.

Implementing the Master Plan

The following members of the IMP Committee attended the meeting to present information, participate in the discussion and to answer questions: Joan Rubenson (Chair), Ginger Enrico, Barbara Gardner, Judy Moran and Carrie Cornwell. Jackson Construction determined that completely demolishing the existing northern "hex" portion of the building which includes the kitchen, offices, library and foyer and building it back up as a new structure will reduce construction costs by approximately \$70K and would result in a better constructed final project. There would be a need for additional design work by Jeff Gold at a cost up to \$20K, resulting in net savings of \$50K or more. There was some discussion as to possible additional changes to the space, especially the foyer, if it is being redesigned. The IMP Committee will be meeting on December 30 at 6:30 p.m. to decide whether they will ask Jeff Gold to consider additional changes in the new design work.

Landscaping plans are in the process of being finalized. Chair samples will be available for inspection and comment until January 5, 2014.

In the construction design process Phase 4, costs for sub-consultants are slightly higher. Gordon Gerwig made a motion to approve Jeff Gold's new contract. Eric Ross seconded the motion, and it was unanimously approved. Approval of this motion constitutes an amendment to the AIA B105 Agreement dated July 7, 2013 between UUSS and Jeff Gold Associates. This will allow the scheduling of the work and confirming a contractual relationship with the consultants for Phase 4 – Construction Documents.

Linda Klein moved, and Cathy George seconded a motion, to sell the organ and have money set aside for the purchase of musical equipment. The motion was unanimously approved.

Jackson Construction will present their cost estimate on January 9, at 6:30 p.m. Board members are encouraged to attend the meeting. Construction costs are going up and the estimated costs may be quite a bit higher than was originally projected. The IMP and Board will begin discussing strategies to make the overall budget and financing match. The Board suggested that the IMP Committee strategize on ways to get more money. New church members will be asked to contribute to the Capital Campaign. The Board and IMP want to impress upon Jeff Gold that we need to control costs but want to move ahead with the Phase 1a construction.

A Letter of Intent to Rent was sent to the Sierra Arden United Church of Christ. Members of the contract sub-committee are touring the space on December 22 and have identified issues in the contract that need to be clarified or reviewed with the SAUCC.

The required paperwork for renting parking space from San Juan Unified School District has been secured. When UUSS has proof of the necessary insurance requirements our request for parking can be submitted. The cost is \$45 per Sunday, \$2,115 for 47 Sundays. Payment must be made in advance.

Candidate Committee

Meg made a motion to approve the Proxy Form for the January 24 call vote. Peter seconded the motion and it was unanimously approved. Copies of the Proxy Form will be available in the office and at the candidate table.

Linda Clear will prepare a letter to pledging friends encouraging them to become a member in order to be eligible to vote on January 24. Linda Klein will send out the text for the BOT announcements of the call vote in January.

Treasurer Report- Glory presented the Treasurer's Report. In general, finances were good in November. Building rental income was \$3,922 for the month and the Spaghetti Dinner grossed \$1,687 and Theatre One had income of \$2,880. Board still has to raise \$429 to meet our fundraising goal. Suggested events awinter salads on February 16 and a chili tasting on February 23. Volunteers are needed to work on this.

Program Council - The Website Committee reported to the Program Council on the results of their RFP process for the Website Redesign. The BOT will get an update from the Website Committee in January. Program Council is collecting information from Committees and groups regarding their meeting needs during our time at SAUCC and budget needs for next fiscal year.

Stewardship-

Rev. Roger and other PCD leaders have been developing the Stewardship as a Spiritual Practice Workshop to be held on March 15, in Walnut Creek. This workshop will contain new information and new approaches to stewardship. UUSS will be able to send people to the workshop.

The Stewardship Committee is developing a brochure for new members about church funding and the pledging process. Testimonials have been lined up for February 2014. The Stewardship Committee will have a meeting, Saturday, January 4 at 12:30 p.m. to discuss additional work that will need to be done for the Operating Budget pledge drive. The focus will be to include new members and work on raising the level of pledging for existing members.

Minister Reports – Rev. Roger and Rev. Lucy report they have been able to attend and support meetings with many leadership groups and committee chairs. Program Council held their annual retreat focusing on lay leadership. Rev. Roger and Rev. Lucy met with the Ministry Circle facilitators to get an update on the five longstanding groups. Tiffany Urness will again lead a 5 session Newcomers Circle and Rev. Lucy and Rev. Roger plan to launch several 13-month Ministry Circles during the construction process.

Rev. Lucy reports that things are moving quickly with the building plans and working with IMP committees and leadership continues at about 30% of her time and effort. Rev. Lucy continues to meet weekly with each staff member she supervises.

Rev. Roger has met with the Ministerial Candidate Committee and has had open conversations on “Membership, Growth and Congregational Vitality” and “Community Engagement and Social Action.” Roger also met with Gen X Boomers and Ted’s Web discussion group.

Rev. Roger planned our first worship service to honor World AIDS day. Rev. Lucy will preach on Dec. 29 while Roger preaches at the First Unitarian Church in San Francisco. Guest music for services has been arranged for December. 75 people attended the Thanksgiving Dinner. Lucy prepared a staff holiday lunch followed by the minister’s open house.

Membership/Greeters- Linda Klein reported that the main focus is on how the welcoming, greeting and name tags will be handled when we are at SAUCC.

All Ages- Peter reported that the Tree Trimming Party was a success.

Board Business:

Agenda Items for the January Meeting- Duplex sale, Discussion with IMP Committee of Cost and Financing Issues, Report from Website Committee. The May Congregational Meeting will be scheduled for May 18 at SAUCC (Pioneer Hall).

Glory will center the January meeting. The meeting adjourned 9:20 p.m.

Respectfully submitted, Cathy George, Secretary UUSS Board of Trustees