

## **UUSS Board of Trustees Meeting**

July 25, 2013

### **Minutes**

Board members present: Linda Clear, Linda Klein, Glory Wicklund, Janet Lopes, Peter Killian, Gordon Gerwig, Cathy George

Board members absent: Meg Burnett, Eric Ross

Staff present: Rev. Roger Jones

Guests present: Ginger Enrico, Colene Schlaepfer, Rev. Lucy Bunch

Linda Clear called the meeting to order at 7:02. Janet did the chalice lighting and centering.

#### **Consent agenda**

The June 2013 minutes, with corrections from Linda C., and the Ministerial Transition Task Force Report were unanimously approved.

#### **Duplexes**

Colene Schlaepfer explained that the rationale for selling the duplexes through an RFP process is that the buildings are in need of repair and it is in best interest of the Congregation to get proposals from bidders who are interested in improving the property. Currently the property has 4 units but the zoning allows for 6 units. There was a market analysis done of the property by a realtor in 2011 and the property was valued at \$420,000 at that time.

Janet moved and Peter seconded that the RFP be released with the following changes: ask bidders to specify what they are offering for the property when they respond with their initial offer by September 1; move the date for the detailed formal offers to be due to November 1, 2013. The motion was unanimously approved.

#### **Implementing the Master Plan:**

Ginger Enrico provided an overview of what has happened in the master planning project to date and the topics to be discussed at the Congregational Conversation on July 28. The UUSS project will be on the agenda for the Planning Commission meeting on August 12. It looks like UUSS will be about \$200,000 to \$300,000 short of the money needed to complete phase I of the project. This has been discussed with Bud Swank and he has indicated that this is not unusual for a project like ours and that the Congregation should be able to raise the additional funds needed.

**BOT Liaison Duties and Assignments:**

Program Council- Meg and Janet

Endowment Trust- Linda C.

Finance- Glory

Membership- Linda K

IMP- Gordon

All Ages- Peter

Stewardship- Peter and Cathy

Property Management- Glory

Personnel- Eric

**Treasurer Report**

Glory indicated that there was an overall deficit in 2012-13 of \$36,231. Expenses were over budget by 1%, and income was under budget by 4% (\$28,564). Low building rental was a significant factor in decreased income as well as late or lower pledge income. The Finance Committee will meet in August and will report back to the BOT.

We need to have cash flow report done by staff.

The UUA retirement policy requires that UUSS make retirement contributions for all employees working more than 1,000 hours in one year. UUSS owes \$1,517 in retro retirement for two employees for 2012-13. In addition, \$2,530 will need to be added to retirement category for the 2013-14 budget. Linda K moved and Peter seconded that the retro retirement be paid and that the additional retirement expenses be added to the 2013-14 budget. The motion was unanimously approved.

Glory suggested that a task force be formed to look at how the buildings can be marketed to increase rental income. Names of possible task force members were suggested. Among the possible issues to be addressed by the committee are the expense and red tape required to rent here, the need to have information on rentals in Spanish. Some groups may want to be able to provide their own security guard instead of having to pay for one. Our best feature is that we have parking.

**Ministerial Report**

Roger submitted a ministerial report to the BOT that is in Dropbox detailing his activities. Rev. Lucy Bunch will be introduced to the Congregation on July 28. Joshua Searle-White the new PCD District Executive will also be here on July 28. Lucy officially starts on August 3. The duplex rental is fixed. Roger has been very busy. The ingathering service will be August 25. We return to double services on September 8.

## **Board Business**

Board Retreat- Friday Sept. 27 dinner followed by a full day retreat on September 28 at Linda K.'s home. Send items for the retreat agenda to Linda C.

Congregational Meeting – October 27

The following are the dates for November and December BOT meetings

11/07 Exec Meeting

11/21 Board Meeting

12/05 Exec Meeting

12/19 Board Meeting

There will be a PCD stewardship workshop at Berkeley Church on October 26, from 9-4. Linda C. will be going and she would like other board members to attend.

Constitution Review- Janet Lopes will form a Committee to update the Constitution and Bylaws. The names of possible members were discussed.

Dates for Service Auction- Linda C. will contact Mary Howard and Christine Webb-Curtis about chairing the Service Auction and possible dates, either fall or spring.

Website update- Endowment Trust has granted the Website Committee \$1500 to \$5000 for the complete revamp of the website. Bob Oyafuso is interim chair of the website committee. Roger trying to get committee meeting on a regular basis with additional members. Judy Lane is willing to chair the Committee.

Need to update Fair Share sign for last year. Stewardship chairs recommend that we propose percent-based giving rather than fair share. Linda K. says the fair share sign was voted in as a BOT policy.

Centerer for August- Linda K .

The meeting adjourned at 9:34.

Respectfully submitted, Cathy George, Secretary UUSS Board of Trustees