

UUSS Board of Trustees Meeting Minutes

January 28, 2016

Board Members Present: President Linda Clear, Vice President Linda Klein, Treasurer Denis Edgren, Secretary Gordon Gerwig, Carl Gardner, Shirley Hines, Carol Jacobs, Janet Lopes, Dennis Pottenger

Board Members Absent: None

Staff Present: Rev. Roger Jones, Rev. Lucy Bunch

Staff Absent: None

Guests: Ginny Johnson

1. Welcome

- a. President Linda opened the meeting at 7:00 p.m.
- b. Shirley Hines did the centering.

2. Consent Agenda

- a. The November BOT minutes were approved unanimously with the following corrections, updated in the Drop Box: It's Derek (not Dirk) Tuell that's doing web training, and President Linda actually did the closing.
- b. It was approved to offer insurance to all employees.

3. Priorities—Ginny Johnson, Update, and what the Board wants to emphasize.

- a. The model is the Capital Campaign. There was a master committee that decided what was happening and what was a priority. Those who raised money would just do what the steering committee told us.
- b. So using that philosophy Stewardship would follow the lead of the Board.
- c. Maintain momentum with the renovation.
- d. Service the building debt.
- e. Enhance our programs.
- f. Recognize our superior staff with fair compensation.
- g. Roger' ideas: Create more opportunities for families, kids, elders, strong and coherent social action. This is not the time to promote new initiatives; this is the time to encourage people to be generous. Premature to put in pledge materials at this time. Roger listed some of these in a recent Unigram.
- h. These are priorities for the whole church—things we want to emphasize when we're asking folks for money.
- i. Last time: More of an outreach church, social activism.
- j. Fair compensation for staff: salaries are within the UUA range, all may not be at or above the midpoint. Sac city living wage is \$12.50 an hour, we're not there. It's

a goal of the board to at least pay everyone a living wage. Some staff that were at the midpoint are now below the midpoint.

- k. Most staff duties and responsibilities have increased.
 - l. Increase the music director to full time—beyond just a choir director.
 - m. Our using \$20,000 in savings to balance the budget is confusing and not sexy.
 - n. Thermometer that says: "This is our goal." Paying bills is not inspiring. Should dollars be emphasized, or a percentage increase in pledges?
 - o. Dealing with people with a short attention span over four weeks—need one message. Members and staff are stakeholders.
 - p. We haven't talked about money in awhile and maybe we need to: a dollar
 - q. \$474,600 is 2015-16 pledge budgeted income. We said we would need a 10% increase year over year for three years to pay for the renovation.
 - r. We have 350 pledging units. Many give \$100 - \$200 per year.
 - s. A small number of people will be visited. Leadership will be contacted first, by February 1st: Board, Stewardship Committee, FRST, Program Council, and Ministers.
 - t. We should ask for a 10% increase—easy to remember.
 - u. Testimonials, letter with brochure, pledge form—stuffing party on February 21st, stewardship Sunday is February 28th.
 - v. Thermometer will have \$474,600 plus 10%.
 - w. Letter topics: Compensation/living wage for staff, expand music director, 10% increase to balance the budget, outreach, bringing down the debt (maintain commitment to doing the renovation—still adding TVs, projector, etc.). If we are to bring down the debt, then debt reduction should be a line item in the budget.
 - x. Funding the intern on time—no "third minister" on a permanent basis.
 - y. Should probably say in letter "balanced budget and bring down the debt." We should ask for 10% knowing full well we won't get that. But it's an easy number to compute. We have some members that are just getting by as well as the affluent. We don't expect 10% for those just getting by.
4. **Lay Leadership Activity**—Roger. Last time we discussed a church social action issue. We brainstormed a number of topics and activities. Will discuss at the February meeting.
5. **APMT Report, Lucy**—Admin Property Management Team, consisting of: Lucy, Linda C., Denis, Cassie Wilkins (just joined), John McMillan, Anne, Stanton, Michele (sometimes).
- a. Linda C. has agreed to help with some of our sign issues.
 - b. Cathy (former HR professional) is going to look at the employee handbook which has some changes that need to be made.
 - c. Hope that rental portion of our web site will be up in the next few weeks: our rates, pictures of rooms. Dirk, Stanton, and Lucy working on this. Want to get event planners on board. Pretend brides to attend bridal fairs. There is a member working on a marketing plan, but no one to implement it yet.
 - d. Salaries were discussed.

- e. Taylor Lewis' planting was discussed, trying to finalize the landscaping—especially in the areas that have nothing, and funds are available for that.
- f. Water and sewer bill through the roof--trying to figure out why. Michele to research.
- g. Picked a security company for fire alarm.
- h. Loop system. Linda C. working with Tim, to meet this Sunday with several members to figure out where it is working and where it is not working. Hope to diagnose the problem.

6. Treasurer's Report. The Treasurer's Report is in the Drop Box. Income less than projected. Expenses a little higher. YTD \$2100 more in income than projected, and \$9600 less than projected. Most of \$9600 is interest that we expected to pay but didn't. Water bill \$1600 more for six months than budgeted. YTD pledge receipts are at \$238,000 and we budgeted \$244,000, 98% of budgeted. Balance sheet healthy. \$63,000 in operating fund, ample to meet current liabilities. Capital Campaign fund at \$91,000—future discussion on what to do with that money. Budget to be presented at February meeting. \$28,700 in Betty Ch'maj fund.

A 2% staff salary increase from February 1st to June 30th would cost \$3800, and \$7800 for 2016-17. New hires, child care worker and music director to be excluded.

7. Fund Raising Strategy Team (FRST)—Shirley

- a. Discussed fundraisers.
- b. Discussed dance on March 12th, more of a "fun raiser". Laurie Jones organizing.
- c. Karen Gunderson is the liaison for the dance, also in the dance band.
- d. Eric Ross is liaison for the auction.
- e. Stewardship is coming along well. Need to make follow-up calls, Eric said he'd write a script.
- f. "Smile Amazon." You can get a 5-8% discount on Amazon purchases if you say "I want to contribute to Smile." You sign up and choose UUSS as your organization.
- g. Dance band will cost \$700, plus losing \$1000 in rent. To be discussed further at the Music Committee meetings.
- h. Rental policies—how much to charge, how much to charge members.
- i. Karen Gunderson said that her church had "Church Finance 1010", that many members have no idea what it costs to run a church.
- j. Donor Tree—discussed \$10,000 contribution to get your name on the tree.
- k. Legacies. Cathy and Karen have done a lot of research on legacies and will draft some brochures.
- l. Memorial/Honor Garden. Dedicated, say, a plant, and get your name in the book.
- m. Aesthetics Committee says no signs and no plaques unless you check with them. Temporary signs discouraged.

- n. Possibly smaller events, such as a talent show.

8. **Program Council**—Carol.

- a. Theater One requested a fairly large budget increase.
- b. Diane Kelley-Abrams would like \$500 to finish the labyrinth.
- c. Nancy Flagg will do a hiking group.
- d. All ages party April 2nd (talent show?), activity fair, games night.
- e. Date night: Feb. 19th.
- f. Garden used to pay own water bill. There is a separate water meter. Usually revenue neutral.
- g. Carol is liaison to the auction.

9. **Membership**—Linda Klein.

- a. A lot of new members this month.
- b. Greeter appreciation luncheon in February.
- c. Orientation the fourth Sunday of the month. March 6th new member class.
- d. Ushering going well and well organized.
- e. Former south area church members are integrating fairly well.

10. **Minister's Reports.**

- a. Roger's report is not in the Drop Box.
- b. Yer Chang is the new child care provider.
- c. Music director recruiting more instrumentalists.
- d. Kickoff of the Beloved Conversation series, which is about racial justice. This weekend is a retreat, Saturday morning classes, Davis and Auburn coming.
- e. Talk to Roger if you want to do something about refugees.
- f. Adult enrichment—Sandra Meredith has stepped down for health reasons, Judy Bell has stepped up.
- g. Kid's Freedom Club--modern slavery, and funds to fight it—we had a visit.
- h. Coming of Age meetings once a month.
- i. Roger's Life Story projector fund raiser.
- j. Art Show well attended.
- k. Lucy's report is in the Drop Box.
- l. Lucy facilitating the book group this month, "Just Mercy". To read "The Happiness Hypothesis" in four sessions in February.
- m. SHYG is interested in doing a fundraiser for family camp. Wants to know how to do that, should come to next FRST committee meeting on March 6th.

11. **Board Business.**

- a. Board chili fund raiser Jan 31st and Feb. 28th. Pulpit announcement to suggest optimal exit from sanctuary for crowd control.
- b. Next meeting February 25th.

- c. Executive Committee February 11th.
- d. Carol is the next Centerer.
- e. **It was moved, seconded, and passed to give the staff a 2% raise between now and the end of the fiscal year on June 30th, with the exception of the music director and the new child care worker.**
- f. This will cost \$3800 from now until June 30th, including 7.65% FICA.
- g. Michele is at 98% of the midpoint.

12. Shirley did the closing.