

## UUSS Board of Trustees Meeting Minutes

April 28, 2016

Board Members Present: President Linda Clear, Treasurer Denis Edgren,  
Secretary Gordon Gerwig, Carl Gardner, Carol Jacobs,  
Janet Lopes, Dennis Pottenger, Skylar Primavera

Board Members Absent: Vice-President Linda Klein

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

Staff Absent: None

Guests: Charlotte Selton

### 1. Welcome

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

### 2. Consent Agenda

- a. The March BOT minutes were approved unanimously.
- b. Lucy's housing allowance was also approved unanimously.

### 3. Lay Leadership, Good things happening in the congregation—Roger

- a. President Linda was happy about the auction outcome. Wonderful food, good times, good stuff to bid on. Also happy about the funds that were raised.
- b. Janet: As chair of auction cleanup was happy that the crew did a great job.
- c. Denis: Dropped in on Lucy's happiness project, and enjoyed the group input.
- d. Gordon: Was happy that someone put congregational meeting announcement in the Unigram and Blue Sheet during his Florida vacation.
- e. Carl: The coming of age ceremony, fabulous young people.
- f. Dennis: Started working with the senior high youth group, so sharp, so interested in a diversity of things.
- g. Lucy: Feeling a warm fuzzy for Denis because he's put so much effort into the budget planning project.
- h. Carol: Coming together over the refugee project.
- i. Shirley: At the fundraising ticket price was \$15, food cost was \$7.10, impressive.
- j. Skylar: Thanks to Rev. Roger and Rev. Lucy.
- k. Roger: The testimonial Denis gave was very well responded to. Some people raised their pledge; others who hadn't pledged did so.

Some leaving the board, new people coming on. Things you wish you'd known:

- 1) Shirley: I appreciated how patient everyone was, big learning curve.
- 2) Lucy: I wasn't alone on the Board, there were people to reach out to.

- 3) Dennis: Working on other Boards focus was on how much money or connections you could bring in. Enthusiasm and commitment valued.
- 4) Carl: I didn't know I'd be asked to attend additional meetings as a liaison to another group.
- 5) Denis: For trustees at large, the officers really want your input, opinions and that you contribute to discussions.
- 6) Skylar: You need to ask questions in order to do your job.
- 7) Linda C.: Barbara Amberson helped on parliamentary procedure.
- 8) Carol: Denis' report really explained what was going on.

I.

4. **APMT Report, Linda C. & Rev. Lucy.**—Admin Property Management Team:

- a. **Toilets.** Discussed toilets. Some are too low for elders.
- b. **Grounds.** Things are going to get planted, people volunteered to have their own patch. Taylor and Annie are working to put together the plan. Some things will be planted by the end of May and some not until fall.
- c. **Monument Sign.** Linda C. met with SignTech, discussed monument sign for possible summer installation. She contacted six or seven sign companies and this one is the only one that followed through. Can meet our budget (\$10,000), will get back to Linda by next week.
- d. **Website.** Linda took some pictures building rental calls are picking up. Google ranks us really high because lots of groups post frequent updates. For search term "Sacramento Weddings" UUSS shows up on page 2. Google AdWords considered.
- e. **County Assessment.** Said they would rescind our non-profit status because of the building rental, realized their mistake and will get back to us.
- f. **Employee Manual.** Kathy Wilkins looked at it, nothing jumped out. Employee reviews should happen and there should be no surprises.
- g. **Insurance.** Lucy is changing property, liability, and worker's comp insurance. Previous company difficult to deal with.
- h. **Blinds and drapes.** Needed for rooms 7 and 8, sun problematic at certain times.
- i. **Labyrinth.** Had to do with the walkway to the labyrinth.
- j. **Budget.** Was discussed in detail.

5. **Treasurer's Report.** The Treasurer's Report is in the Drop Box.

- a. YTD we are about \$15,000 in deficit, planned \$11,000 deficit, mostly because auction didn't happen in March. Auction should bring us back to surplus.
- b. We are about 95% of budgeted pledged receipts (\$15,000 behind). Some letters are sent to folks behind in their pledges.
- c. A budget is just a plan; as good as we can make it. No mid-year budget updates.
- d. Existing budget with no modifications is about \$46,000 in deficit. So either increase income or decrease expenses to make that number smaller.

- e. 2015-2016 budget, we took \$20,000 from last year's surplus to help fund this year's budget. Assumed \$475,000 in pledges, we're on track to get about \$18,000 less than that.
- f. Other than salaries: Utilities will increase \$7,000, and Program Council by \$8,000.
- g. 98 pledging units haven't pledged for 2016-17.
- h. Budget Options: Per 2012 policy, can suspend contribution to Reserve Fund more than 25% of budgeted expenses. Reserve fund now at 26% of budgeted expenses. Used for unplanned major expenses.
- i. Capital Outlay funds can be used to pay the loan because it's a long term project. Used for planned major expenses. Building plus Capital Outlay equals \$166,000.
- j. A summary budget will be presented at the congregational meeting.
- k. Fundraising revenue understated by \$6,000 in all proposed budgets.
- l. Building revenue thus far is with little or no advertising effort. \$25,000 in nine months with little or no effort.
- m. Theatre I productions use up rental space in both R.E. and main hall.
- n. UUSS spends about \$53,000 per month.
- o. Lots of discussion on whether or not congregation should know that we're achieving a balanced budget by using savings.
- p. We want to pay our staff fairly, but funds come from congregation, not Board.
- q. **Passed: Budget #4, add 1% to table on page 4, min raise 1%, cost: \$4,000.** Paid for by understatement of fundraising revenue (item "k" above).
- r. May 1st budget forum in Fahs room, 9:30 - 10:15.

6. **Fund Raising Strategy Team (FRST)**—Janet

- a. Cathy George and Karen Gunderson are working on legacy, educating congregation on what they can leave to the church.
- b. Working on a farewell for Roger Barr.
- c. Talent show, maybe October 2016.
- d. Kids bike-a-thon.
- e. Long range planning for next five years.
- f. Pledge totals as of April 27th: \$454,341, goal is \$485,000. 248 pledges, 95 outstanding. 30 new people pledging, lost 12.
- g. New pledges for this year: \$26,600.
- h. If non-pledgers remain the same, the total pledges will be \$488,000, above our goal. That would be a 7% increase over 2015-16.
- i. There will be an effort to reach out to those members who haven't pledged.

7. **Membership**—Lucy

- a. New members are getting involved in congregational service. Ex.: Sally White, marketing person.

8. **Program Council**—Carol.

- a. May 1st is the date of the Activity Fair. There will be 30 tables.
- b. Need to move traffic out of main hall to east side.

9. **Minister's Reports.**

- a. Roger's report is in the Drop Box.
- b. Lucy's report is in the Drop Box.

10. **Board Business.**

- a. Black Lives Matter. We would like a presentation to the congregation in August. Skylar and Charlotte will be leaving then. Need an education effort. Possibly a banner on building. Rev. Roger can help facilitate education effort, a conversation around Black Lives Matter. UUA has material on their web site.

**Resolved: The Board support a conversation around Black Lives Matter.**

- b. Executive Committee May 12th.
- c. Next meeting May 26th.
- d. Carol is the next Centerer.

11. Carl did the closing.