

## **UUSS Board of Trustees Meeting Minutes**

March 26, 2015

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

Members Absent: Janet Lopes

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

Guests: Patty Taylor

### **Consent agenda**

The February BOT minutes were unanimously approved.

### **Building Project Update**

Patty Taylor presented the color pallet for the building project. All interior wall colors will be the same initially but some could be changed later. There will be lots of wall space for art displays. Linda C. indicated that she would like the donor tree to be in a prominent location. Linda K. moved that the color pallet be approved. Cathy seconded, and the motion was unanimously approved.

Rev. Lucy provided information from the last Building Project Steering Committee. The buy a chair program will begin April 22. There is a final contract for the chairs. Lucy went over the Project Construction Budget. The construction loan with Five Star Bank should be \$600,000.

### **Treasurer's Report**

The Campbell bequest of \$20,000 was received in the last month. Linda C. will send John Abbott a note regarding transferring money from the Endowment Trust to operating funds so that it can be transferred to Five Star Bank to reduce the building project loan. The BOT is awaiting a written document from the Endowment Trust outlining the conditions on loan.

Denis led a discussion of budget priorities for 2015-16. About \$40,000 would be required to fund all four of the new priorities. Increasing the assistant minister to a full time position would cost \$22,000. Hiring a part-time music director would cost \$12,000. Increasing the hours of the Communications and Facilities Coordinator and providing a raise would cost \$3600 and \$2000 for staff bonuses. Denis asked each member of the Board to rank order these four budget priorities. Each priority was ranked from 1 (highest) to 4 (lowest), the lowest total number of votes equals highest priority.

1st highest priority: Increase Assistant Minister to full time = 14 votes

2nd highest priority: Part-time Music Director = 19 votes

3rd highest priority: Facilities Coordinator raise and hour increase = 26 votes

4th highest priority: Bonus for Office Staff = 31 votes

The Board will meet Saturday, April 11- 10:00 to 12:00 to discuss the 2015-16 budget. Dennis will ask someone on Finance Committee to present the 2015-16 Budget at the Congregational Meeting on May 17.

### **Stewardship Report**

Cathy reported that the pledge drive has ended. We received 208 pledge forms to date representing 59% of our pledging units. Of those completing pledging forms, 42% increased their pledge, for a gain of about \$23,000, or 7% increase. If we assume that the 146 who did not complete pledge form, maintain their pledge we will have an overall increase of 5%.

A follow-up letter or email will go out next week confirming that non-confirmed pledges will continue. The Stewardship team will have a debriefing meeting in May to discuss what worked and how to improve procedures for next year.

### **Membership Outreach Team**

Five new volunteers are being mentored.

**Program Council** Shirley reported that Chris Gerwig is working on GA. Over 20 lay members are planning to attend General Assembly in Portland. UUSS will have 8 lay-leader delegates. In addition, Rev. Roger indicated that 3 or 4 youth are thinking of attending. Shirley will keep track of who is a voting delegate and who is an alternate delegate.

### **Website Update**

The new UUSS web page is up. The Website Committee will be meeting on an ongoing basis to discuss issues. Peter will be the contact person for the web page. Please send comments to Peter and he will forward to committee or Dirk as needed. Need to have more pictures on the home page.

BOT Website Page- Terry recommended that the BOT website page have pictures of the members and some comments about each Board members. Terry also suggested that some short items about Board business might be included on the Web page. Each Board member should send a picture to Terry and a few comments to have on the BOT web page.

### **Minister Reports**

Rev. Roger and Rev. Lucy prepared their written reports and posted them in Dropbox before the meeting. Rev. Roger indicated that RE for the younger children has a good team of leaders but attendance has been low. Sr. High YG has a good group of youth but have had some adult leadership issues. Roger thinks the attendance will increase when

we return to our building.

Strategic Fundraising- The group needs to be formed soon to develop a calendar of fundraising events, develop a legacy gifts program, work with the Stewardship team and coordinate all fundraising activities.

Rev. Lucy reported that the staff will have less space in the new building and we may need to look at furniture designed for cubicles to better utilize the space.

**Board Business** – Linda C

Delegates to General Assembly-Board needs to look at the number going to GA and decide how voting delegates can be fairly allocated.

Carol will be the liaison to the Program Council and Shirley will serve on the Strategic Fundraising Team with Linda C.

PCD Conference on April 25 in San Francisco

Next Centerer- Terry

The meeting was adjourned at 9:30 p.m.