

UUSS Board of Trustees Meeting Minutes

June 18, 2015

Board Members Present: Linda Clear, Linda Klein, Denis Edgren, Cathy George, Shirley Hines, Peter Killian, Janet Lopes

Board Members Absent: Terry Preston, Carol Jacobs, Charlotte Selton

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

Guests: Dennis Pottenger, Gordon Gerwig

The meeting called to order at 7:05 p.m. The May BOT minutes were unanimously approved with the addition of the report of the Website committee. Rev. Roger's housing allowance of 43,182.48 yearly was unanimously approved. His salary excluding the housing allowance is 39,317.52, resulting in the total for salary and housing of \$82,500. This new housing allowance rate is effective July 1, 2015

Building Project Update

Rev. Lucy reported that the paint colors and the concrete floor stain look wonderful in the new building. The Steering Committee will be discussing the lower stage flooring at their next meeting. Office furniture has been picked out. The last week of August will be really busy as things are items are moved out of SAUCC and into the new building. August 31 is last day at SAUCC. Rich Howard will coordinate a work day. Glory will oversee the kitchen move. The new drought tolerant landscaping will be put in next month.

Treasurer's Report

Denis indicated that the May income exceeded budgeted primarily due to almost \$4,000 in Auction and Theatre One income. Total auction income was approximately \$22,400. Year to date pledge income is about \$11,000 less than budgeted. Rev. Lucy indicated that a letter was sent out to those significantly behind on their pledges last year and a similar letter will be send out this year.

Denis presented a draft document on UUSS board guidance on unrestricted gifts of \$10,000 or more. The document would express the board priorities as to where new gifts, not otherwise designated, should be put. The document identifies five areas where money can be put: long range needs and capital improvement projects, long-term debt reduction, endowment trust, emergency reserve fund, a non-recurring budget need. The emergency reserve fund currently has about \$32,000. Denis recommended that a two month reserve fund would have \$100,000 based on current budget. This document is for guidance only and is not intended to become board policy as conditions and priorities may change over time. The board would need to set the priorities for each of

these areas. This will be on the agenda next month.

Linda C. will continue to work to get the Endowment Trust loan conditions into a written document.

Membership Committee- Linda K. reported that the Membership committee will have a workday for the new building sometime in August. There was a new member orientation in June. The membership committee is trying to figure out a method to identify people who are no longer coming and let them know they are missed.

Program Council- Rev. Roger reported that Deidre Downes is Chair.

Website Committee- Peter reported that the committee did not meet this month. Dirk put several rows of pictures on main page. Dirk will be reporting to Lucy and has volunteered to continue to train the committee members on how to post to the website. Judy Lane will update the committee's contact information on the website. Peter suggested that the website committee would be a good fit with the Program Council.

Minister Reports

Rev. Roger reported that the Fundraising Strategy Team held its first meeting in June. The Committee has two members interested in working on a planned giving program. The Committee is thinking about the David Sobon auction in January or February 2016. Roger needs to contact David Sobon regarding his availability. The committee is thinking of the Oct. 25 date as a possible service auction date. The Committee needs to recruit leaders for the service auction and the David Sobon auction.

The new music director has been hired and will start in August. Ault enrichment continues to have many offerings and good attendance so far this summer.

Rev. Lucy reported that the Spiritual Deepening Circles evaluations have been positive and they will be re-launched at the end of September and will end in May. Lucy has conducted performance reviews with the bookkeeper and the communications and facilities coordinator. Lucy would like the new Administrative and Property Management Team to meet in July.

Board Business –

The appointment of a new member to take Terry's position was discussed. Linda C. had gotten names from the Nominating Committee and these names and others were discussed. Linda C. will call possible candidates.

Planning for the building dedication ceremony on September 13 is well under way. Linda Roth has recruited people to help. Funds from the building project will be used to fund the event.

Shirley will center in July. Linda will send out doodle poll for retreat dates.
There will be another salad Sunday on June 28 and all board members who are in attendance that day will need to help.