

**Draft**  
**UUSS Board of Trustees Meeting Minutes**  
August 25, 2016

Board Members Present: President Linda Clear, Vice-President Margaret Wilcox, Secretary Janet Lopes, Treasurer Gordon Gerwig, Carl Gardner, Kathy Bernard, Sally White, Dennis Pottenger  
Board Members Absent: Denis Edgren, Erik Jensen  
Staff Present: Rev. Roger Jones  
Staff Absent: Rev. Lucy Bunch

**Welcome**

President Linda Clear opened the meeting at 7:06 p.m.  
VP Margaret Wilcox did the centering.

**Consent Agenda**

The Event Architects contract was removed from the consent agenda and placed in APMT. The July minutes and dates of 10/23 & 5/21 set for Annual Congregational meetings were approved. Motion: Sally White Second: Margaret Wilcox.

**Lay Leadership - Rev. Roger Jones**

Finances & Financial Strategy: upcoming retreat with Fundraising Strategy Team (10/29). FRST want to know what are Congregation & Board goals for fundraising in the coming year AND years. The Board needs to think strategically about setting fundraising goals. Roger summarized types of fundraising that we have done and continue to do: Annual pledges and Capital Campaigns, Outreach giving (special appeals, Community Partners), Special Events (auction, etc.), Legacy giving (bequests & estate planning).

Board should start to think strategically about:

- our next Capital Campaign (should it be something big like our last CC, or more limited in scope),
  - short term “Altar Call” type giving opportunities,
  - themes and goals for the next Operating budget and Stewardship Drive.
- VP Margaret- happy for FRST who is focussed on this thinking. Sally White - is there a long term strategic plan? She would like to see 50 Master Plan. VP Margaret - The previous 5 year plan was informed by the 50 year plan. Perhaps we should create another 5yr plan based on 50 yr plan and expand the plan with other goals, not just Building & Grounds stuff. Rev. Lucy and Cathy George may know of a copy. Roger mentioned past focusses (2008-2013)- 1.Building intergenerational community 2.Membership outreach & engagement 3. Buildings & Grounds. Kathy Bernard - wants to see most recent 5 yr plan. Available

on the website. Sally W. & VP Margaret - we should create new strategic plan using information from previous work. Discussion of current phasing of building work. Now completed phase 1A of bldg. plan. Pres Linda - important to bring down current debt and lower the mortgage. Treasurer Gordon - per Bud Swank we have untapped potential for giving in our Congregation. Discussion of averages of giving in religious communities. UU's tend to give less. Those who give to churches also tend to give to other charities.

**APMT Report - Pres. Linda**—Admin Property Management Team: today's meeting cancelled.

**Theater One** - Rev. Lucy met with them. Theater season is all scheduled for this year. It was a very congenial meeting. Secretary Janet - In future, perhaps T1 should consult with the Board or Program Council prior to scheduling their season. Rev Roger - we need to keep communication open between groups.

**Flood Insurance** - We raise the floor during construction, why do we need Flood Insurance? We can get an "Elevation Certificate" from Moro Survey to submit to FEMA along with a "Letter of Map Change". It will cost \$500 and potentially save us about \$3K/year.

**Motion To Approve - Pay \$500 to Moro Surveying for Elevation Certificate. Motion - Sally W. Second - Kathy B. Money to come from Bldg. fund. Passed unanimously.**

**Event Architects** - It's important to not rush this, and to do our due diligence. Final edited version of contract still to come incorporating Carl G. and Denis E. suggestions. Sally W. went over Carl G's emailed questions and answered them for the group. Kathy B. asked about our (UUSS's) rental contract and minimum rental fees. We need to clarify 4 hour minimums in our rental contract. Pres Linda will take care of it.

**MTA - Members of the BoT will read final contract sent by SW and vote via email yea or nay by Sept. 2, 2016. Motion - VP Margaret Second - Sally W. Passed unanimously.**

**Monument Sign** - Being built tomorrow, 8/26.

**Treasurer's Report - Gordon Gerwig** The Treasurer's Report is in the Drop Box.

YTD(7/31) income 106% of amount budgeted.

YTD Expenses continue at 87% of amount budgeted. Does not include approximately \$806 of loan amortization.

YTD we are \$4654 in surplus.

YTD Pledge Receipts \$40,604. Budgeted - \$38,800. 105% of amount budgeted.

Cash flow is not a concern at this time. We spend about \$52,613/month.

\$83K currently in the Cap. Campaign Fund(also known as Building Fund). \$35K of that is currently committed to a list of projects: monument sign, projector, artwork, etc.

Pres Linda has requested an Elevation Certificate to be submitted to FEMA to see if we need the flood insurance requested by 5Star Bank. Sacramento County may revoke our tax exemption, creating an additional \$12K/year expense. A letter was sent to the County on 7/18 requesting a review. The Event Architects contract may help meet this expense.

We received a stock donation of about \$7000 from Jean Hellmuth's estate to split between Endowment, the Heritage Fund, and the Operating budget. Thank you notes have been sent.

Rev. Lucy's extra sabbatical pay will just come from the operating budget. The exact amount still needs to be determined. LC will get an exact number. KB - we should amortize pay over the months that Rev. Roger is gone. (Note: exact amount will total \$5100.00)

**MTA - Pay extra to Lucy monthly starting in September and ending in June. Motion: Sally W. Second - Dennis P. Treasurer Gordon will inform Bookkeeper Michele about the change and inform Rev. Lucy.**

#### **Fund Raising Strategy Team (FRST) - Rev. Roger**

Much was covered during Roger's Leadership discussion.

Malia In Motion Dance Concert coming up. Meg Burnett has helped organize. UUSS will split the proceeds with the Dance Co.

FRST sees a real need for strategizing fundraising events. Also the Legacy Giving program will launch 9/18, put together by Cathy George and Karen Gunderson.

Kathy B. - Spring Auction will be April 29. Linda Klein would like to do an Art Auction. Patty Taylor thinks it is not worthwhile for UUSS or the artists. There is not enough money in it to make it worthwhile.

#### **Social Justice Team- Rev. Roger for Rev. Lucy**

Rev. Lucy met with the Team (Sally White, Eric Ross, Kathy Hackett, etc. - not fully formed yet). Rev. Lucy is narrowing group down for a Steering Cttee. They've developed a work in progress plan for the housing & homelessness focus area.

We sent a \$1900.00 check to the Build for Unity project (a Habitat for Humanity group).

**BLM banner** - Task Force to include: Dennis Pottenger, Rev. Roger, ask to join -Karen Hirsch, Glory Wicklund, Joseph Turner, and Sarah Turner. A member of the Aesthetics Cttee will be consulted by the Task Force.

There are concerns about BLM group's language regarding Israel. We have a member of the banner group who champions that concern. Kathy B.

mentioned a sign at Trinity Church with wording she liked. Pres Linda has spoken about the subject with Sarah Schurr of the UUA. There is lots of info on the UUA website.

**Refugee support** - Five new people have joined the group, four of whom are new members of UUSS. Kim Marta is chair. There is a big potluck tomorrow to get more information about how we can support local refugees.

#### **Program Council - Linda Clear**

Per Deirdre Downes (Chair of PC), they would like Denis Edgren as liaison. Unsung Hero recognition can wait until next BoT meeting.

#### **Minister's Reports - Rev. Roger**

New Student Minister Anthony Johnson will work with JHYG.

The Pastoral Care & Membership Support groups are stumbling. Martha Hodges (from UUCC) has agreed at Roger's request to help with this.

**Sabbatical Oversight** - Rev Roger has written up a Q&A type paper. Rev. Lucy has asked APMT to help with some administrative duties. Rev. Lucy says we can help her by asking her how we can help, and bringing her chocolate.

#### **Board Business**

**Liaisons** - Fundraising Strategy Team - Kathy Bernard, Program Council - Denis Edgren; Administrative/Property Management Team - Linda Clear, Gordon Gerwig, Denis Edgren; Social Justice - Sally White, Dennis Pottinger; Finance - Gordon Gerwig, Denis Edgren, Janet Lopes, Stewardship - Carl Gardner. If a liaison can't attend one of their meetings, please ask another BoT member to attend as a sub.

**Board Fundraising** - We'll do salads( not a salad bar) on Sept. 11, 18, & 25. Janet L. will organize. We shall endeavor to raise \$2000 over the year.

**Next Meetings:** Executive Committee 9/8. Next Board meeting 9/22.

**Next Centerer:** Denis Edgren

Please send pictures to Dirk for website.

Closing words - VP Margaret. Meeting Adjourned: 9:25pm

Respectfully Submitted,  
Janet Lopes, Secretary.