

Draft
UUSS Board of Trustees Meeting Minutes
Oct. 27, 2016

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

Welcome

President Linda Clear opened the meeting at 7:08 p.m.
Rev. Roger did the centering and moment of silence. We recited the Board covenant. Erik Jensen, Youth Trustee, was welcomed.

Consent Agenda

The September minutes were approved with Rev. Lucy's addition of names of people on the Social Justice group. **Motion: Denis Edgren Second: Kathy Bernard. Passed unanimously.**

Treasurer's Report - Gordon Gerwig

The Treasurer's Report is in the Drop Box. All is pretty much the same as was reported at the Congregational Meeting on 10/23. YTD we are doing well. Cash flow is not a concern at this time. We continue to spend about \$53K/month. With 350 pledging units that means we need about \$150/pledging unit/month to support our Operating Budget.

Pres. Linda asked why program expenses are so high this month. This is not really a concern as all programs are within their annual budget. A large part of the one month increase is the Religious Services Cttee paying their part of Ministerial Intern D. Scott Cooper's stipend for the year.

There was a question at the Cong. meeting about how budgeted pledges compare to actual pledges and actual pledges received. We can ask Michele how actual pledges come out relative to the budget. Rev. Lucy thinks actuals are fairly close to budgeted amounts.

Pres. Linda would like to see a breakdown of Fund 2 funds and have all included in the Treasurer's report.

Pres. Linda has submitted an Elevation Certificate to FEMA to see if we need the flood insurance requested by 5 Star Bank. It should take 30-60 days to process. Sacramento County revoked our tax exemption, creating an additional \$12K/year expense. Gordon will follow up with the County to try to postpone the increase until next year because the circumstances upon which they're justifying it will not exist until next year. It is a complicated process per Denis E.

There was a suggestion from the Finance Cttee that we allocate the Undesignated Bequests (currently about \$14K) according to the guidelines voted in last summer, rather than leave the money unused. Many members thought it was too small an amount to worry about. D. Scott C. thought a \$ cap could be put on it to trigger allocation. Denis E. says it's a good idea to reduce any debt that we have, through this allocation. **MTA - the money currently in Undesignated Bequests shall be allocated per the guidelines put in place last summer:** August 2015 - The Board participated in an exercise (by voting) to determine how un-des-

ignated gifts to UUSS over \$10,000 should be allocated. The results were as follows: Long Range Planning (Capital Outlay Fund) = 30%; Debt Reduction = 30%; Reserve Fund = 20%; Endowment Trust = 10%; Temp. Restricted = 10%.

Motion: Denis Edgren Second: Janet Lopes Yes:6 No:1 Motion passed.

APMT Report - Pres. Linda

Did not meet today.

Facilities Coordinator Stanton Vedell and Custodian Aaron Molina cleaned the gutters. John McMillan fixed the gate by the Fahs room. There is discussion of removing the fence around the yard that is outside of rooms 6,7 & 8 and Lucy's office and the Fahs room.

Pres. Linda has submitted paperwork and the Elevation Certificate to FEMA to prove that we are above the flood plain allowing us to not have flood insurance.

Lay Leadership - Rev. Roger Jones

The members reported on Rev. Roger's assignment from last month: to get to know 2 congregants that you did not know before. The two could be new members or just someone that you hadn't yet met.

Kathy B. asked for help in connecting with some of our newer members to talk to them about help with the Auction. Rev. Lucy will consult the affinities of new members.

Fund Raising Strategy Team (FRST) - Kathy Bernard

The Legacy Giving program has inspired 10 -11 commitments for future giving through bequests, wills, and estate planning. They are planning to give name tag pins to those who signed on.

The Stewardship Campaign group is starting to ramp up. It was noted that personal visits during last year's pledge drive led to far greater increases in pledging amounts in those visited. Stewardship is looking at more targeted communication with groups of congregants this year.

Reminder of Spaghetti Dinner fundraiser this Friday.

Retreat with the Board is this coming Saturday. Logistics for the day was discussed. Rev. Roger reminded us of the 5 Revenue Streams discussed by George (Bud) Swank in his work with us: 1) Operating Fund/pledges 2)Capital Projects/fundraising 3)Legacy Gifts/Long-term Planned Giving 4)Community outreach appeals 5)Special appeals for the Congregation. The group named things we already do and what we do particularly well within these categories. D. Scott C. wondered how we can bring our fundraising appeals to the larger community, not just UUSS. The agenda for the retreat will involve connecting our fundraising to our Mission, deepening a shared understanding of fundraising strategies, consider Congregational strengths, and brainstorm priorities. What resources do we need to carry out our Mission? What messages does the Congregation receive about money? How will the Board and FRST support each other?

Social Justice Team- Sally White & Dennis Pottenger

In Sally's absence Rev. Lucy shared the dates for the Habitat for Humanity Build and asked for the Board to sign up on one of eight building dates. The Task Force meets next week. There will be monthly movie nights on the first Thursday of the month. They're currently looking for a speaker to do a presentation early next year.

Erik J. asked about the BLM banner and how we came to having it and where we are in the process. Dennis P. answered his questions. The banner will be dedicated this coming Sunday. He explained we have enough money to pay for the costs of the banner, a second banner (just in case) and a BLM table cover. Dennis and his spouse paid for the anchors that hold the posts up. The area out by the banner may be used as a sort of "Public Altar" for the Congregation. There will also be information and explanations of the banner on our website. There was no report on the refugee support group.

Program Council - Denis Edgren

Program Council has their retreat last Sunday. It was well organized and effective. They explored the role of PC and it's liaisons. They will meet the 3rd week of the month for Nov. & Dec. at 6:00pm. Denis thinks we have a strong Program Council with good leadership.

Minister's Reports

Rev. Roger - See report. The Pacific Western Region Interdependence Day for Leadership Development on Nov. 12 in Santa Rosa. He thinks it will be really good. Roger would like members of the Board to attend if possible. Everything will be fine during his sabbatical. He will miss us all and the Congregation, too and is has all confidence in Rev. Lucy and D. Scott C. and all leadership groups at church.

Rev. Lucy - See report. Staff meeting have been revised to be more efficient.

D. Scott Cooper - He was at a good Ministerial retreat. Working on another sermon. He'll work closely with the Membership/Welcome Cttee and Adult Enrichment. He'll present a class on grief in the new year. He is homesick, but otherwise doing well.

Board Business

Dec. Community Partner: The Relationship Skills Center is reorganized under a new name and Colene Schlaepfer (original nominator) cannot endorse the new organization as it now exists, so they have been removed from the current Community Partner list. They will be replaced by the 13th place organization in the 2015 Community Partner election: The American River Natural History Association/Effie Yeaw Nature Center. **MTA - Replace the Relationship Skills Center with ARNHA as our Dec. Community Partner. Motion: Janet Lopes Second: Erik Jensen. Passed unanimously.** Pres. Linda will ask Cathy George about how to get the money to them.

After the first of the year we need to start "talking up" the 2017 General Assembly in New Orleans. We need to solicit delegates to act for us at the assembly. Online delegates are an option. Scholarships are a possibility. We also need to promote the Presidential candidates forum in Walnut Creek in May.

Kathy B's fundraising idea was tied to the election, so it's a little too late. Sally W. is absent and will present next month.

Rev. Lucy will be absent at the Dec. meeting. Res Linda will be absent at the Nov. BoT meeting.
Pres Linda exhorts us to reply to the email from Margaret re: Roger's last day.

Next Meetings: Executive Committee 12/1. Next Board meeting 12/15.
Next Centerer: Dennis Pottenger

Closing words - Rev. Roger
Meeting Adjourned: 9:25pm

Respectfully Submitted,
Janet Lopes, Secretary

Attachments follow:

UUSS Treasurer's Report September 2016
October 27, 2016

A. September 30, 2016 Income and Expense Statement--End of 1st Quarter:

1 – Actual Income = \$64,953. Budgeted Income = \$68,350. Actual income was \$3,397 (5.0%) less than projected. Pledge income was \$3,153 (8.1%) less than budgeted.

YTD income = \$176,537; YTD budgeted income = \$165,650. Income is 107% of budgeted.

2 – Expenses = \$50,736. Budgeted = \$46,608. Actual expenses were \$4,128 (8.9%) more than projected.

General & Administrative Expenses were \$588 (27%) more than budgeted.

Program and Committee Expenses were \$1,934 (136.2%) higher than budgeted. YTD 3.9% higher.

YTD expenses = \$170,762; YTD budgeted expenses = \$166,467. Expenses are 103% of budgeted.

3 –Net Income = \$13,321. Budgeted net income was \$20,684

YTD Property Use Revenue was \$2,984 more than budgeted and YTD Pledge revenue was \$7,707 more than budgeted. YTD non-pledged contributions & plate collections \$571 more than budgeted

4 – Fiscal YTD: UUSS has a surplus of \$5,775; budget projection of \$1,417 deficit.

B. Budget Highlights and Concerns:

- 2016-17 budget income included \$20,000 of UUSS building funds, only to be used if necessary.
- Cash flow (ability to pay bills) issue is not a concern at this time, as the operating account has \$74,984 —we are budgeted to spend an average of \$52,513 each month.

C. Pledge Income Report: September receipts = \$35,542; Budget = \$38,800

YTD pledge receipts = **\$124,107**; YTD budget = **\$116,400**. Pledge receipts are 107% of budgeted.

D. Finance Committee Update:

Finance Committee received financial reports and Treasurer's report via email in October.

E. September 30, 2016 Balance Sheet:

Operating Fund (01) - \$74,984 (Reserve Fund - \$66,780; current liabilities - \$32,145).

Temp. Restricted Fund (92) - \$51,937 (\$29,831 - Berty Ch'ima; \$14,783 in undesignated bequests).

Endowment Trust (63) - \$73,324.

Property and Equipment Fund (04) - Capital Outlay Fund: \$104,255; Heritage Fund: \$29,055

Building Fund (05) - \$48,000 (Cap Campaign Support Fund \$5,056).

Five Star Bank loan - \$560,294 (\$3,433/mo. & \$41,200/year); *Endowment Trust loan* - \$312,200

Total Assets - \$465K (Fund 1: \$152K, Fund 2: \$52K, Fund 3: \$73K, Fund 4: \$122K, Fund 5: \$53K)

F. Miscellaneous/standing items:

1. Linda Clear has requested an Elevation Certificate to be submitted to FEMA.
2. Rev. Lucy to be paid \$510 extra monthly for the 10 months of Roger's sabbatical out of income.
3. County revoked our tax exemption, creating an additional \$13,700/year expense.
4. Intern fund: Sabbatical fund (\$4,500), Endowment (\$3,000), Religious Services (\$2,000), Heritage Fund (\$7,500). Total \$17,000.

Senior Minister's Report -- Board of Trustees Meeting – October 27, 2016

Trustees' Leadership Activity

Introduce us to two people who are newcomers active in UUSS, members or not. Give us no more than four bullet points, briefly. Suggested topics:

- How did you meet them? What brought them to UUSS?
- Where they moved from if they are new to area, or what city they live in?
- What are they excited about?
- What special interests, talents, work or church experience do they have?

Sabbatical Planning

I will miss working with all of you and being with you every Sunday morning. I appreciate this time away. I'll be thinking about UUSS and praying for you who are leaders! I am deeply grateful to Rev. Lucy and the rest of our ministerial, program and administrative staff. Note the "Sabbatical Q & A" at uuss.org so you can show all inquirers how prepared we are.

Fund Raising Strategy Team and Saturday's Retreat

George "Bud" Swank's 5 Revenue Streams for a Congregation's Mission and Ministries:

- 1) Operating Fund, annual giving
- 2) Capital Projects Fund, fundraising
- 3) Long-term Planned Giving/Legacy Gifts
- 4) Community Outreach appeals
- 5) Special appeals for the congregation

Staff Leadership & Committee/Activity Group Support

Since meeting with you in September I have met or conferred with: Religious Services Committee, Committee on Ministry, Board of Trustees, the Board's Executive Ctte, Black Lives Matter team, the FRST, Music Committee special after-service open meeting, Dirk the IT guy, Music Director, Assistant Minister, Ministerial Intern, RE Coordinator, Neighboring Faiths lead teacher, and Rev. Martha Hodges for our lay Pastoral Visitors volunteers. Lucy and I co-led the Program Council retreat. Also, we all attended the Oct. 23 Congregational Meeting!

Our All-Ages Ministry & Religious Education Programs – up and running!

- Lucy, Scott, Miranda, 3 others and I attended the Pot of Gold RE conference in Palo Alto,
- Seminarian Anthony Johnson, lead for Neighboring Faiths, mentored by Lucy and me.

- Miranda and I will meet Monday to do her employee evaluation.

Black Lives Matter to UUSS

Dennis Pottenger, Glory Wicklund, Karen Hirsch and Joseph and Sarah Turner have met four Fridays in a row on the language of the banner, words about it on our website, and the dedication ceremony (this Sunday, Oct. 30, 1:15 PM). (There is a Newcomers' Orientation 12-1). We have a bit more money to raise from donors to cover the cost of materials. Dennis has ideas and energy for having this milestone be part of ongoing work and conversations.

Local Outreach

Refugee Support: The Team kickoff event (Aug. 26) had 60 in attendance! Three of our 5 leaders joined UUSS in the past year, including Kim Marta, the chair. Longtime member Sandra Navarro is our volunteer coordinator, replacing Philip Woods who has a job in Louisville now.

Confronting Economic Inequality: Trustee Sally White gave a thorough update at the Congregational Meeting. Lucy is promoting volunteer signups for the Habitat for Humanity interfaith house-building project, Build for Unity. I'm very grateful and excited by these work.

My Outreach: Advisory board of the Sac Central YMCA and Metro-Area YMCA Board.

Membership and Engagement

Lucy and I have met with folks who wished to join, often after having been active in other churches. I led the 3rd Sunday Exploring UUism class. This Sunday is the Orientation & Tour.

Pastoral Care and Member Support

Scott and I attended two training and support sessions led by Rev. Martha Hodges, UUSS member and former UUCC minister, for 10 volunteers who are lay Pastoral Visitors.

Finance, Fundraising and Stewardship: FRST

I convened the FRST meeting in absence of Linda Klein, who is the new chair. Thank you to Rev. Lucy, Kathy Bernard, and FRST member Karen Gunderson, for planning the fundraising strategy and vision retreat for Saturday, Oct. 29, to think ahead.

Denominational Involvement

- Just returned from Pacific Central UU Ministers' Assoc. fall meeting and retreat.
- I'm on the core team for [Rev. Susan-Frederick Gray for UUA president](#).
- I plan to be back here all of June except for General Assembly, June 20-27.
- I will be the minister for a UU immersion trip to the UU churches of the Philippines if there are enough signups by Nov. 1 to make the trip feasible.

Yours in service,
Roger Jones

Assistant Minister's Report for Board of Trustees Meeting of October 2016

I have been gearing up for Roger sabbatical starting next month. He and I have met and I have been briefed on Religious Education, Pastoral Care, Communications and many other matters. Roger shared the sabbatical plan with you at the last meeting and I am very happy to report that Mary Howard has agreed to chair the Committee on Ministry, and Denis Edgren has agreed to chair the Administrative and Property Management Team. I greatly appreciate the support of these leaders who have stepped up to help manage the workload during Roger's sabbatical.

Staff Leadership and Committee Support

A couple of months ago we suspended our regular staff meetings because they were not a productive use of our time. We are trying a new approach starting this month where all the staff (with the exception of Music Director Keith Atwater) meet each Wednesday to de-brief on the prior Sunday, plan for the coming Sunday, and discuss whatever is relevant and timely. The meetings are planned to be 30-45 minutes. I am optimistic.

I meet with most staff weekly or bi-weekly. Stanton and I meet once a week. Miranda and I will start weekly meetings next week. Scott and I meet at least twice a week; once for reflection on his learning, and once for planning and checking-in about congregational matters. Michele and I check in weekly and meet bi-weekly or as needed. Keith and I started regular meetings last month, and will keep to a bi-weekly schedule.

From my perspective things are going very well with Scott. Starting next month he will assume the ministerial lead for Membership (including our path to membership program) and Adult Enrichment. He will be a great support to me in many other areas as well.

Stanton and Elaine did an excellent job arranging and communicating all the room re-assignments necessary to accommodate Family Promise this week. Stanton and I are beginning work on a new format of the bluesheet - based on a prototype that Jim Eastman developed for us several months ago. Stay tuned.

Its retreat season and I planned and facilitated the retreat for the Religious Services Committee. Roger and I planned and facilitated the retreat for the Program Council. Both retreats had great energy and ideas. I met with Karen Gunderson and Kathy Bernard to plan the upcoming retreat for the Board and the FRST. After this I will retreat from retreats. (I facilitated or co-facilitated six retreats in 3 months!).

I attended the Pot O' Gold District Religious Education conference along with several others from our congregation. It was nice to be there with Miranda and engage with Religious Education.

This past month I participated in meetings of the Committee on Ministry, Stewardship, Fund Raising Strategy Team, and the Executive Committee. The Administrative and Property Management Team will not meet this month.

Congregational Support

Spiritual Deepening Circles are off and running with a final count of 80 participants. October is the month to decide if you intend to continue, so there is likely some drop-off. I meet again with the facilitators on November and am eager to hear about their first month.

I continue to put in considerable time organizing the Social Justice Theme. I hope you have all read the material that we have sent out, and are planning on participating especially in our Habitat for Humanity building project (we now have dates!). I want to thank Sally White and Eric Ross for their significant contributions.

Roger and I offered a session of Meaning of Membership on September 25th and welcomes 13 new members to the congregation. We will welcome them on Sunday November 20th.

Rev Lucy Bunch, Assistant Minister, UUSS