

**Draft**  
**UUSS Board of Trustees Meeting Minutes**  
Nov. 17, 2016

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

**Welcome**

VP Margaret Wilcox opened the meeting at 7:05 p.m.  
Dennis Pottenger did the centering. We recited the Board covenant.

**Consent Agenda**

The October minutes were approved unanimously. Per VP Margaret no motion is required for the consent agenda.

**Strategy & Planning Session - Rev. Lucy Bunch**

Lucy had BoT members in attendance at the retreat with FRST give their main take-away for the elucidation of members absent. Questions about what FRST & BoT expect of each other and whether Stewardship should be under the aegis of FRST or the BoT? Denis E. thinks maybe it should be under FRST, and that this is a new relationship between FRST and BoT which will evolve over the next couple of years.

BoT role is to help set priorities, represent their support of FRST to the Congregation via attitudes and engagement in fundraising, work on presenting consistent fundraising messages to the Congregation, set financial goals for various fundraising categories, develop strategic plan to base fundraising upon. Stewardship in particular asks for a financial goal for next pledge drive, Bot priorities, and the theme for the Stewardship drive.

FRST role is to give the BoT options for financial strategies, help develop a fundraising calendar to coordinate with the general church calendar, create fundraising map, find volunteers to run fundraisers, evaluate the success of fundraisers, ensure fundraising connects to goals and priorities.

Treasurer Gordon says without fundraising, no mission is possible. No money, no Mission.

Now BoT needs to set goals and priorities for upcoming pledge drive, come up with themes for the pledge drive using ideas from the retreat, consider the need for and timing of another Capital Campaign, provide FRST with fundraising targets for this year and next year that are not connected with the Stewardship drive.

Tonight set short term goals & priorities for the next budget & Stewardship campaign.

VP Margaret sent out a list with 5 priorities for next year. We were to rank them.

1) More hours for the Music director 2) Continue to make progress toward compliance with staff compensation guidelines 3) Program resources - increase the Program budgets, fund new programs, boost RE for children & youth 4) Budget for social justice 5) Finish funding loan repayment through the operating budget.

After discussion of all items, the group chose Staff pay, debt reduction, and funding social justice as our priorities. Carl G. asked how do we “pitch” the mortgage? It’s not a very inspiring item. VP Margaret thinks social justice will spark more enthusiasm from the Congregation. Kathy B. read the draft mission statement from FRST to help us focus

our thoughts in this matter. She thinks it resonates more with a social justice focus. Staff compensation easily works together with a social justice theme. D. Scott C. thinks we could frame mortgage payment talk as making UUSS financially capable of creating programs to spread our social justice mission. That way the focus would not be on mortgage payments, but on our Mission. Carl G. asked what does “budget for social justice mean”? He’s concerned that the language is too amorphous. Carl G. attended the most recent Stewardship Cttee meeting and is reflecting their desire for tying fundraising to tangible things. Rev Lucy re-focussed on tying fundraising to our Mission, not so much on specific items. Denis E. suggests that the letter from the President for Stewardship lay out the Board priorities.

Re-cap: the BoT feels strongly about focussing on social justice and the tie between that and employee compensation, while still acknowledging, but not dwelling on, paying down the mortgage. VP Margaret & Kathy B. will talk more about communications between FRST & BoT.

Rev Lucy would like to have a Stewardship Cttee report. There is still some confusion about if Stewardship operates under the BoT or FRST. Rev Lucy thinks FRST would like Stewardship to be under their purview. Kathy B. says Ginny Johnson (head of Stewardship) thinks Stewardship should be under FRST, too.

Carl G. shared that the Stewardship Cttee discussed the FRST/BoT retreat. They would like financial goals from the BoT by the end of December. Stewardship is pleased that we’ll have a donate link on our website. They are starting to plan pamphlets for the new drive - one very general and one more targeted. They have questions about how much money we expect Event Architects to bring in. How are they performing? As of now, we have no events from them, after them telling us they could rent our site every weekend. Rev Lucy asked Sally W. to follow up with them. We do have adequate facility rentals to cover our budget for this year (\$36K in rental income). There are concerns in Stewardship about donor fatigue and a small desire to give the Congregation a break from asks for funds. This was not thought to be a good idea by the BoT. Rev Lucy’s dream is that EA will cover the mortgage payments and the taxes (about \$60K/year). Ginny Johnson is doing statistical analyses with data from the last pledge drive and new member pledges.

Rev Lucy read a “dream email” from a new member who seems to be financially comfortable and is asking what are appropriate financial gifts to give. Yay!

### **Treasurer’s Report - Gordon Gerwig**

The Treasurer’s Report is in the Drop Box, on the Finance Cttee page of the UUSS website, and attached to these minutes. October was a good month. YTD we are doing well. Our current main concern is that we are still holding \$20K from Fund 5 in the Operating Fund as a cushion.

Treasurer Gordon reiterated that with 350 pledging units we only need about \$150/pledging unit/month to support our Operating Budget.

Regarding last month’s allocation of the \$14K in bequests in Fund 2, we overlooked that fact that we were leaving 10% in the temporarily restricted fund that we were trying to allocate. The Finance Cttee recommends we put that 10% into the Heritage Fund, a separate temporarily restricted fund. They also recommend that the 10% for the Endowment Trust go to paying down our loan from them. **MTA - the recommendations of the Finance Cttee. Motion: Denis Edgren Second: Carl Gardner Approved by unanimous vote.**

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. It hasn't been 30 days yet.

Treasurer Gordon followed up with the County to try to postpone the property tax increase until next year. He spoke with Cheryl at the County and had an unsatisfying, confusing discussion. She did not know if the property tax is paid in advance or in arrears. The County will send out someone to do a Field Summary, a supplemental assessment of the property. Treasurer Gordon thinks there is little to no chance of having the tax bill increase rescinded for this year. Rev Lucy thinks we should pursue this more and if the County doesn't change things, we should take it up with our County Supervisor. Pres Linda has started a letter to our Supervisor. Treasurer Gordon will contact Pres Linda about it. We will pay the tax bill due this December while still in discussion with the County.

#### **APMT Report - Denis Edgren**

Did not meet this month. Items that came up were dealt with via email. The group is still active and engaged.

Denis E & Rev Lucy are working on updating the employee handbook.

#### **Fund Raising Strategy Team (FRST) - Kathy Bernard**

The group debriefed on the retreat. They were very pleased about how it went. They discussed the Spaghetti Dinner which netted \$1400. This sparked a FRST discussion on balancing the amount of work to put on a fundraiser compared to the amount of funds actually raised. Ginny Johnson will look at this more closely.

Erik Ross continues to work on the 5 year calendar and is making good progress. Question about where soup and salad monies go. They go into the operating budget. There is a line item in the budget for Soup Sundays.

FRST ask about sales of items at the Spaghetti dinner. Apparently there were tables with people selling items at the Spaghetti fundraiser. They don't know what this was for. Meg Burnett (Organizer) seemed to think it was an ok thing to do? Per VP Margaret, FRST needs to be made aware of any fundraising by a group or individual in the Congregation. FRST can then monitor what is raised and where it goes. Rev Lucy suggests that if artists sell goods at an event, they should follow the same policy used for selling the art on our walls. 30% of the amount raised should go to the UUSS Operating budget. Sec. Janet mentioned the "Intent to Fundraise" form on the website that MUST be filled out by all groups wanting to fundraise at church. BoT will ask FRST to develop a policy regarding how to handle these types of situations. Kathy B. will inform them. FRST and Bookkeeper Michele Ebler will now handle donor recognition and the Giving Tree, relieving the Vice President of that responsibility. VP Margaret will make a motion at our next meeting about changing that language in the Donor Recognition policy.

#### **Social Justice Team- Sally White & Dennis Pottenger**

a. Per Sally W. we are 80% filled for the Habitat for Humanity building slots (82 of 100). We are continuing to recruit. She spoke with Sally Wilkins about tak-

ing more leadership with Family Promise. Rev Lucy is recruiting help for her, too. Erik Ross and Sally are working on educating the Congregation about social justice. They plan to put on a workshop in March regarding homelessness in conjunction with Sacramento Steps Forward and other service providers for the homeless population. The book and movie groups are going well. Sermons will continue as well.

- b. Dennis P. told of the Banner dedication and says that construction on the banner is complete. He is currently getting us added to the UUA list of Congregation's with BLM banners. The banner steering committee is being reformed into a new UUSS group called Racial Justice (which was just approved by PC). Dennis is trying to arrange for a speaker on Martin Luther King in January and has plans for us to join the MLK Day march. He is also working with UUJustice Ministry on having us sponsor a Social Justice regional training next year. Tentative dates are March 1, April 15, or May 20. He will know which date by our next meeting. Rev Lucy spoke to what occurs in these trainings.

#### **Program Council - Denis Edgren**

Program Council is meeting tonight. Denis E. had to leave early to come to BoT meeting. They are starting to develop the program budgets for the coming fiscal year. Denis told them they should have them ready by the beginning of next March. Rev. Lucy reported on our social justice agenda. The Racial Justice group was approved by PC. A new volunteer database is being begun. PC is coming up with a "New Group Acceptance Packet" to ensure new groups make a good start.

#### **Minister's Reports**

**Rev. Lucy** - See report. New volunteer database for newly joined members. In the past we have had a paid Volunteer Coordinator. Beloved Conversations will start up again in late January. D. Scott Cooper and Avery Hulog will lead. Rev. Lucy wants us to have more Interfaith involvement, but doesn't have a lot of time to do it. She & Christine Bailey will work on outreach in regards to this. They would like Board permission to reach out to Mosaic Law Congregation and the SALAAM Center in particular. How can the Board help Lucy? Thanks to Sally White & Denis Edgren for stepping up with their groups. Board can help by being present for visitors to UUSS and their anxiety in these trying times. BoT can help best by talking to newcomers. Kathy B. asks for new name tags that more clearly identify the Board. Sec. Janet will take care of that. Carl G. thinks the "hand of Fellowship" will be helpful. Dennis P. commended Rev. Lucy on last Sunday's service.

**D. Scott Cooper** - See report. He is trying to support Rev Lucy and still fulfill his responsibilities. Organization is a challenge in our somewhat chaotic environment. He asks, "Should we have members handing out flyers about upcoming events prior to Sunday Service"? Someone was out doing so last Sunday and it felt a little uncomfortable considering how fraught last Sunday's post-election service was. Perhaps it would be best to only pass out Orders of Service before service and save other informational messaging for after service. After much discussion, it was decided that we don't need a policy about this, but we could ask the Program Council to inform groups to please not pamphlet before services, but save it for after. Minister's will inform Program Council. Groups can

have tables with information, but not actively pass things out before service. D. Scott will talk to membership.  
Rev. Lucy asked for help with the New Member ceremony this Sunday. VP Margaret will be available.

**Board Business - VP Margaret Wilcox**

- a. UUA General Assembly & Presidential elections. Rev Lucy & VP Margaret suggested this be tabled until our next meeting. Approved unanimously.
- b. BoT fundraising - Sally White will explain her idea at our next meeting. The Board approved 2 Chili Sundays: Jan. 29 & Feb. 26.

**Next Meetings:** Executive Committee 12/1. Next Board meeting 12/15 in the Fahs room.

**Next Centerer:** Linda Clear

Closing words - Dennis Pottenger  
Meeting Adjourned: 9:18pm

Respectfully Submitted,  
Janet Lopes, Secretary

Attachments follow:

## UUSS Treasurer's Report – October 2016 November 17, 2016

### **A. October 31, 2016 Income and Expense Statement**

**1 – Actual Income** = \$49,820. **Budgeted Income** = \$48,350. Actual income was \$1,470 (3.0%) more than projected. Pledge income was \$392 (1.0%) less than budgeted.

YTD income = \$226,357; YTD budgeted income = \$213,400. Income is 106% of budgeted.

**2 – Expenses** = \$46,389. **Budgeted** = \$47,874. Actual expenses were \$1,485 (3.1%) less than projected. Utilities were \$489 (15.9%) more than budgeted; YTD \$2,098 (19.3%) more than budgeted.

YTD expenses = \$212,911; YTD budgeted expenses = \$212,966. Expenses are 100% of budgeted.

**3 –Net Income** = \$2,449. Budgeted net income was negative \$582.

YTD Property Use Revenue was \$4,282 more than budgeted and YTD Pledge revenue was \$7,315 more than budgeted. YTD non-pledged contributions & plate \$1,756 more than budgeted.

**4 – Fiscal YTD:** UUSS has a surplus of \$9,872; budget projection of a \$3,800 deficit.

### **B. Budget Highlights and Concerns:**

2016-17 budget income included \$20,000 of UUSS building funds, transferred to the Operating Account in September.

Cash flow (ability to pay bills) issue is not a concern at this time, as the operating account has \$58,486 —we are budgeted to spend an average of \$52,613 each month.

**C. Pledge Income Report:** October receipts = \$38,408; Budget = \$38,800.

YTD pledge receipts = \$162,515; YTD budget = \$155,200. Pledge receipts are 105% of budgeted.

### **D. Finance Committee Update:**

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

**E. October 31, 2016 Balance Sheet** (Total Assets: \$460,681)

***Operating Fund (01)*** - \$58,486 (Reserve Fund \$66,780; current liabilities \$28,632 ).

***Temp. Restricted Fund (02)*** - \$64,668 (Betty Ch'maj \$29,497; undesignated \$14,597; misc. \$20,469).

***Endowment Trust (03)*** - \$71,582.

***Property and Equipment Fund (04)*** - \$133,810 (Capital Outlay \$104,255; Heritage Fund \$29,555).

***Building Fund (05)*** - \$53,661 (Building Fund \$48,605; Cap Campaign Support Fund \$5,056).

**Five Star Bank loan** - \$559,312 (\$3,433/mo. & \$41,200/year; currently at 5.25% principal & interest).

**Endowment Trust loan** - \$312,200 (\$780.50/quarter and \$3,122/year; 1% interest-only).

**F. Miscellaneous/standing items:**

1. The Board voted in October to allocate the temporarily restricted undesignated bequests of \$14,597 as follows: 30% to Capital Outlay Fund, 30% to debt reduction, 20% to the Reserve Fund; 10% to the Endowment Trust; 10% to the Heritage Fund (where it will remain temporarily restricted).
2. Linda Clear requested an Elevation Certificate has submitted it to FEMA.
3. County revoked our tax exemption, creating an additional \$13,700/year expense. I attempt to re- argue our case with the County and had a confusing conversation. They will do a “field summary” shortly which may result in a small rebate. She will call me back when that’s completed. We need to pay the full amount due in December in any case.

## **Acting Senior Minister's Report to the Board** **November 17, 2016**

It has been a tough week. I am feeling grateful for our church community and for all that we do to live out our mission in the world. Here is a summary of what I have been up to since our last board meeting.

### **Pastoral Care**

Post- election I had a steady stream of traumatized folk at my door and on the phone. We offered two services on the day after the election to help people through their grief and to find community. Total of about 60 people attended both services, so there clearly was a need.

I met with Martha Hodges to discuss our Pastoral Associates program. All is going well with about 12 people on the team. They will be meeting monthly starting this month. Martha is the lead.

### **Membership**

Scott is the lead minister for membership so I have been handing off pieces to him. We will have a new member ceremony this Sunday - at least 10 and as many as 20 people will participate. 25 people have joined since June, and there are more on the horizon.

I led the Newcomer Orientation on October 30 and will lead again in November. Scott takes over in January. I will be leading the Exploring UU Class this Sunday. The topic is our Principles and Sources. Margaret Wilcox will be my co-lead.

### **Committee Support**

I facilitated the Board/FRST retreat last month. Many helpful ideas and plans were developed. I was impressed with everyone. I also attended the follow-up FRST meeting. Other meetings I attended this month were Finance, Committee on Ministry and Program Council which will be right before the Board meeting. Dave Dawson is stepping down from the COM and we will be recruiting another member - hopefully someone with children.

### **Social Justice**

Our Social Justice Theme is picking up some interest and the task force is in full swing. I am grateful for Sally White, Eric Ross, Sally Wilkins, and Karen Gunderson for their energy and ideas. Plans are in the works for a workshop on homelessness next winter or spring. I am also working on the transfer of leadership for Family Promise. I have been coordinating the Habitat for Humanity project. Sign up has been robust.

### **Small Group Ministry**

The Spiritual deepening circles met the week after the election and provided an important place for people to share. I modified the curriculum to address the situation. The Women's group is going strong- I can hear them through my office walls on Wednesday afternoons. Lynn Carlson is doing a wonderful job keeping that group going. It is an entry point for many newcomers.

We had 12 people at Theology on Tap Tuesday night including some relative newcomers. Who knew that beer and theology mixed so well. There are an amazing number of active interest groups at UUSS. In a congregation our size it so important for people to have a way connect in smaller groups and we are doing a wonderful job. I am considering starting a care-givers support group in the next calendar year. This is an area of significant need. Let me know if you have any ideas on who could co-lead that group with me.

### **Staff and Admin**

We are getting in to the swing of our weekly staff meetings. So far I like this process better. All staff have been wonderful support for me and the congregation. I can't say enough good things. AMPT has been on hiatus for a couple of months. Denis Edgren and I are working on an update of the Employee Manual. Denis has generously agreed to chair this group and relive me of the responsibility. (and will receive special blessings for doing so!)

### **Religious Education**

We have at least two new families with children in RE - with more to come based on my email.

Miranda and I meet every week. We are planning ways to get more children and youth involved in the all ages services - this Sunday will be an excellent example, so stay tuned. OWL seems to be going very well with dedicated leaders doing a great job. She does a great job of supporting the teachers and "champions" for each class. We are also lucky to have Anthony and Lydia Johnson working with our junior high group.

### **Worship/Music**

We had a full parking lot on Sunday with many new and returning people looking for community after the election. 14 people turned in visitor cards. I restructured the service to focus on connection and processing our feelings. My sermon directly addressed the election and aftermath. I am pleased with the quality of Scott's preaching. We have an excellent series of services planned, with support from Rev Martha Hodges, Allison Claire, Rev Beth Banks (Davis UU) and Rich Howard. And in January we will have a visiting preacher named Rev Roger Jones. Stay tuned and invite your friends.

Choir is growing in leaps and bounds. This is also a gateway for newcomers. Keith's enthusiasm and supportive attitude is being effective.

### **Other**

This Saturday I am officiating at a memorial for Alan Nelson, spouse of UUSS member Sharon Alexander.

## **Ministerial Intern's Report - Board of Trustees**

D. Scott Cooper - 11-17-16

### **Pastoral Care**

Working with Martha and Pastoral Visitors, helping track those who may need care; continue to have one-on-one conversations with congregants and staff. Will be facilitating a Navigating Grief Class after the new year.

### **Prophetic Outreach**

Reading a different theologian every month and discussing with Lucy. Attending Election Night service and Transgender Day of Remembrance service. Involved in BLM Banner committee and dedication. Involved in facilitating SJ Movies and Book Discussions. Attended first work day of Habitat for Humanity. Involved in Theology on Tap.

### **Teaching**

Will be presenting at Alliance in February. Will be attending Spirit Play training this weekend.

### **Practical Arts**

Meeting with Membership/Greeters, Newcomer Orientation and Adult Enrichment - nudging them toward more intentionality. Will be working with AV Team - (waiting for Middletown to be done) Attending many meetings; trying to determine best way(s) to keep responsibilities organized. Attended Alliance, talked to attendees. Lots of writing - newsletter articles, elements for service, etc. Posting to website and Facebook page.

### **Worship**

Have now preached twice. Will preach again in December and be involved in all services - helping to coordinate services and readings. Am working with the RSC.

### **Self-Care**

Husband and Nephew were just in for a long weekend. Enjoyed spending time with them. Continue to 'attempt' to stay away from campus and email on day off, but that remains difficult.

### **Spiritual Practice**

Continue with Reading and Reflection; co-facilitating Spiritual Deepening Group.