

Draft
UUSS Board of Trustees Meeting Minutes
December 15, 2016

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

Welcome

President Linda Clear opened the meeting at 7:03 p.m.
Pres Linda did the centering. We recited the Board Covenant.

Consent Agenda

The November minutes were approved. **Motion: Carl Gardner Second: Margaret Wilcox. Passed unanimously.**

Strategy & Planning for Stewardship - Linda Clear

The Board need to communicate to Stewardship its goals and priorities for the next Stewardship Campaign. The Board asked Finance Cttee for suggestions and input. Gordon feels it's important to let the congregation know what the average pledge needs to be to keep UUSS running and try to get people to pledge at, at least, that level. We now have 332 pledging units. Denis asked for input from Scott. He suggested saying that this is the average we need from families to continue the services we currently provide. It's good to ask how important UUSS is in the prospective pledgers life. Gordon got to his goal number by starting at 103% of last year's pledges, add in \$20K we borrowed from the Capital Campaign fund, plus the new upcoming property tax bill, leaving us at **\$523K as a pledging goal**. VP Margaret asked if we can ask people to maintain their giving at a higher level that was asked for during the Capitol Campaign. We do need to make sure we allow Stewardship leeway to do their job. **Priorities for funding should be staff compensation, Social Justice, and loan repayment.** Actual pledged amount per Michele for this fiscal year is \$475,392. Scott thinks it's important to let the congregation know that pledges do not cover all of UUSS expenses.

Treasurer's Report - Gordon Gerwig

The Treasurer's Report is in the Drop Box and posted on the Finance Cttee web page. Per Gordon, we had a good month with higher than budgeted income. Utility bills continue to be higher than expected. We will need to amend those numbers for the next budget. Property use revenue is slightly higher than expected. We expect to hear more about Event Architects in APMT report. Our Operating Fund is adequately funded. Still waiting on FEMA for the adjustment regarding flood insurance. The letter to our County Supervisor regarding a one year property tax exemption is signed and will be mailed tomorrow.

APMT Report - Denis Edgren

Rev. Lucy, Denis E. and Glory Wicklund continue to work on updating the Employee Manual. They will bring it to the APMT for approval soon and then present it to the Board. They are considering meeting with our Insurance broker regarding making adjustments to our insurance. A member has proposed a UUSS boycott of Hewlett Packard products. That member will bring it to the Board. APMT discussed repainting of the RE wing. Event Architects is ramping up their advertising for UUSS. EA has taken pictures for their website and will have "open house" soon to advertise our site. APMT is looking at the usage of the Welcome Hall and trying to improve the flow of people traffic on Sundays. Blinds are being considered for the rooms used by Family Promise. We have almost enough money to buy the OHM sculpture. APMT is soliciting bids for parking lot lighting. APMT is looking into issues involving holes in the back fence and vandalism in the neighborhood. APMT will buy some new trash cans for the building.

Fund Raising Strategy Team (FRST) - Kathy Bernard

No report due to absence.

Social Justice Team- Sally White

Sally is absent but Scott offered that we have another movie night coming up and a new book discussion on "Hillbilly Elegy". Dennis P. talked about the Social Justice meeting recently held at church. There is a Social Justice training coming at UUSS early next year given by UU Justice Ministry. We should consider participating in the MLK day march. Tee shirts will soon be available for purchase.

Program Council - Denis Edgren

PC cancelled this month.

Minister's Reports - Rev. Lucy, D. Scott Cooper

Rev. Lucy - Per Linda, Nancy Oprsal and Barbara Hopkins are stepping down as leaders for Family Promise. They will be replaced by co-leaders Sally Wilkins and Francis Meyers.

D. Scott - attached. He continues to work with Martha Hodges and the Pastoral Visitor program. He went to an Interfaith Service recently in Citrus Heights. There were Catholic, Seventh Day Adventist, and Buddhists in attendance. We have had a large increase in attendance after the recent election. He is trying to find a smallish area for newcomers to come together to meet each other and have a current UU to ask questions of. He is assembling an AV team to help relieve Colleen.

Per Linda, Rev. Lucy is feeling supported and not overwhelmed.

Board Business - Linda Clear

Pres Linda met with Rich Howard to start up a task force to "sell" the upcoming GA and UUS Presidential election in New Orleans. Scott pointed out that there are resources via the UUA to support attending GA. We have eight live or virtual delegates to GA. Pres Linda is working on a UUSS trip to the Candidates Forum in the Bay Area on 5/6/17.

VP Margaret presented a change of wording for the Donor Recognition Policy. Proposed change: “the FRST is responsible for overseeing and serving as liaison to the Board for this process”. **MTA - Janet Lopes Second - Dennis Pottenger Passed unanimously.**

Next Meetings: Executive Committee 1/12. Next Board meeting 1/26.
Next Centerer: Kathy Bernard

Closing words - Pres Linda
Meeting Adjourned: 8:13pm

Respectfully Submitted,
Janet Lopes, Secretary

Reports attached: Treasurer, Acting Sr. Minister, Intern Minister

UUSS Treasurer’s Report – November 2016 (Draft) December 15, 2016

A. November 30, 2016 Income and Expense Statement

1 – **Actual Income** = \$64,492. **Budgeted Income = \$48,350.** Actual income was \$16,142 (33.4%) more than projected. Pledge income was \$9,964 (25.7%) more than budgeted.

YTD income* = \$290,849; YTD budgeted income = \$261,750. Income is 111% of budgeted. *Includes \$20,000 of building funds.

2 – **Expenses** = \$53,163. **Budgeted = \$49,564.** Actual expenses were \$3,599 (7.3%) more than projected. Utilities were \$168 (7.1%) more than budgeted; YTD \$2,266 (17.1%) more than budgeted. YTD expenses = \$266,074; YTD budgeted expenses = \$262,531. Expenses are 101% of budgeted.

3 – **Net Income** = \$10,425, surplus \$12,697 . Budgeted net income was negative \$2,273 .

YTD Property Use Revenue was \$4,475 more than budgeted and YTD Pledge revenue was \$17,279 more than budgeted. YTD non-pledged contributions & plate \$3,349 more than budgeted.

4 – **Fiscal YTD:** UUSS has a surplus of \$20,296; budget projection of a deficit of \$6,073 .

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 River City Bank operating account has \$72,783 —we are budgeted to spend an average of \$52,613 each month.

C. Pledge Income Report: November receipts = \$48,764; Budget = \$38,800.

YTD pledge receipts = **\$211,279**; YTD budget = **\$194,000**. Pledge receipts are 109% of budgeted.

D. Finance Committee Update:

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

E. November 30, 2016 Balance Sheet (Total Assets: \$468,530)

Operating Fund (01) - \$151,390 (Reserve Fund \$69,699 ; \$33,058 in current liabilities).

Temp. Restricted Fund (02) - \$49,534 (Betty Ch'maj \$30,476 misc. \$18,848).

Endowment Trust (03) - \$75,516.

Property and Equipment Fund (04) - \$138,519 (Capital Outlay \$107,454 ; Heritage Fund \$31,064 .

Building Fund (05) - \$53,572 (Building Fund \$48,458 ; Cap Campaign Support Fund \$5,056).

Five Star Bank loan - \$554,029 (\$3,433/mo. & \$41,200/year; currently at 5.25% principal & interest).

Endowment Trust loan - \$310,740 (\$777 /quarter and \$3,107 /year; 1% interest-only).

F. Miscellaneous/standing items:

1. Stewardship wants a fund-raising goal by January. Initial thoughts are 103% of last year's pledges, plus the \$20,000 to balance this year's budget, which totals to \$509,654. This translates to an average pledge of about \$1,535/year, or \$128/mo. Average pledge this year is about \$120/mo.

2. Linda Clear has submitted an Elevation Certificate to FEMA that may obviate flood insurance.

3. County revoked our tax exemption, creating an additional \$13,700/year expense. The County will do a "field summary" shortly which may result in a small rebate, and will call me back when that's completed. We need to pay the full amount due in December in any case. Linda C will send a letter to the County requesting a one-year delay due to our just being back in the building for a year.

Gordon Gerwig
Treasurer

Acting Senior Minister's Report to the Board December 14, 2016

I am sorry that I can't be with you tonight. I hope you have a productive meeting.

Here is a summary of what I have been up to since our last board meeting.

Pastoral Care

Former UUSS member Paula Squire passed away on Thanksgiving Day. She was a long-time member and is remembered fondly by many. I will officiate at her memorial service on January 15th.

I had several pastoral meetings this month - some related to continuing anxiety regarding the presidential election.

Scott and I met with Martha Hodges to discuss our Pastoral Associates program.

Membership

Scott is the lead on membership. We are planning another Meaning of Membership class for January and have at least 15 people to invite. Each week I sign between 5 and 15 newcomer letters - it is amazing how many new people are coming to UUSS. Scott and Mary Howard are teaching the Exploring UU Class this Sunday. You should plan on attending and learn about Faith for a UU. Its 9:30 in the Fahs room.

Committee Support

I attended the Fund Raising Strategy Team (FRST), Religious services committee, and the Executive committee meetings this month. Aesthetics committee proposed purchasing the "OM" statue currently on display in front of the Welcome Hall. I worked with FRST and APMT to approve a fundraising effort and permanent the placement of the statue. We have raised \$3000 or the \$3,700 needed.

Social Justice

Confronting Economic Inequality:

- We have filled all the available dates for Habitat for Humanity - 100 people signed up to participate.
- The choir is spearheading an effort to provide stocking for homeless in cooperation with Loaves and fishes.
- Our social Justice movie night had a good turnout to view the movie Dogtown Redemption. I would love to see Board members at our January movie on the 5th.
- We have two book discussion scheduled for January and February.

Family Promise:

Barbara Hopkins and Nancy Oprsal have graciously agreed to set down from leadership of Family promise. We had a successful planning meeting on 12/11 and secured all the leaders we need to going forward. Sally Wilkins and Frances Myers will co-lead. Sally proposed a structure where each of the main areas of the program have a lead person who oversees all the details. The idea is to include more people in running the program to not burn out the main leaders. We had volunteers for all but two of the areas. We are in good shape for our next family week in February. Planning is underway for a thank you for Nancy and Barbara.

Interfaith:

Christine Bailey has volunteered to research interfaith groups in Sacramento that we many want to partner with for social justice work. Our goals is to find organizations that are doing work which can amplify our efforts at UUSS. We also want to keep members appraised of events and activities that they may want to participate in as individuals. I have announced several of these events on our website and in inserts in the order of service.

Small Group Ministry

Our Gen Y group (formerly 20/30) meets monthly for a ministry circle using materials that I prepare for them based on the Spiritual Deepening Circle Curriculum. They have had a surge in attendance this past month. Spiritual Deepening Circles are going well. We meet only once in December because of holiday schedules.

Staff and Admin

The energy and commitment among the staff is very high. At our weekly staff meetings, we share problems and brainstorm solutions. I feel incredibly supported by the staff. I would appreciate it if the board or individual members would reach out and thank the staff at this holiday time.

I worked Linda on a letter to our county supervisor to see if we could get a waiver on our property tax bill. You will hear a report from Linda on the Administrative and Property Management Team.

Religious Education

All the various RE classes seem to be doing well. We have had several new families participate. The one area of challenge is the Senior High Group. There was significant turnover at the end of last year and we haven't reach critical mass so far this year. There is at least one new teen that has come to the congregation in the past few weeks. There has also been some challenge with the regularity of the teachers. Miranda and I have recruited two new members to help teach this group, and beginning in January SHYG will use a curriculum recommended by the UUA that explores issue of class in our society. We hope with a structured curriculum and new teachers, there might be a resurgence of attendance. Stay tuned.

Worship/Music

Attendance has not let up since the election - over 300 most Sundays, and seating is becoming a problem - a good problem, but a problem nonetheless. Ushers are proposing changes to would make the seating of latecomers easier.

The service on gratitude was very well received. The youth were engaged in many aspects of the service, including partnering with the ushers to collect the offering. This Sunday we have our tree trimming service and it promises to be exciting and festive.

Scott and I are busy planning three Christmas services - 12/18 (all ages), 12/24 and 12/25. We are a jolly pair!

Lucy

Ministerial Intern's Report

D. Scott Cooper - 12-15-16

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, made visit to elderly congregant

[Will be facilitating a Navigating Grief Class after the new year.]

Prophetic Outreach

Reading a different theologian every month and discussing with Lucy.

[Involved in facilitating SJ Movies and Book Discussions.]

[Involved in Theology on Tap.]

Spoke at Interfaith Service Tuesday night.

Teaching

[Will be presenting at Alliance in February.]

Practical Arts

Meeting with Membership/Greeters, Newcomer Orientation and Adult Enrichment.

Working on “Parlor” idea with Membership/Greeters, navigating Library/Bookstore volunteers.

Working with AV Team, met with Colleen, am assembling team

[Attending many meetings; trying to determine best way(s) to keep responsibilities organized.]

[Lots of writing - newsletter articles, elements for service, etc.]

[Posting to website and Facebook page.]

Worship

Have now preached three times. Will preach again on New Year’s Day and be involved in all services, including Christmas Eve.

Lots of reading and writing in prep for sermons

Self-Care

Went to Dallas this past week, got back Saturday. Good visit.

Spiritual Practice

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