

Draft
UUSS Board of Trustees Meeting Minutes
January 26, 2017

Board Members Present: President Linda Clear, Vice-President Margaret Wilcox, Secretary Janet Lopes, Treasurer Gordon Gerwig, Kathy Bernard, Denis Edgren, Dennis Pottenger, Carl Gardner, Erik Jensen, Sally White

Staff Present: Rev. Roger Jones, D. Scott Cooper

Staff Absent: Rev. Lucy Bunch

Guests: Ginny Johnson, Cathy Hackett, Patricia Daugherty

Welcome

President Linda Clear opened the meeting at 7:05 p.m. Kathy Bernard did the centering. We recited the Board Covenant.

Consent Agenda

Passed - December minutes and amendments to Capital Outlay fund policy:

“Policy Governing Management of UUSS Capital Outlay Fund

Definition: A capital expenditure is any substantial expenditure that provides benefits during several accounting periods.

Source of Funds: The Capital Outlay Fund will be funded with at least the 2% of the annual budget required by the UUSS Constitution. Funds remaining at the end of the fiscal year shall be carried over to the following year.

Use of Funds: Expenditures from the Capital Outlay Fund shall be used in accordance with the provisions of the Constitution for projects that benefit the society for more than one year. Project costs shall be at least \$3,000. A majority of the members of the Administration and Property Management Team (APMT), or successor entity, may authorize expenditures from the Capital Outlay Fund. The APMT will report expenditures from the Fund to the Board of Trustees.

Policy Review: The Finance Committee shall review the UUSS Capital Outlay Fund policy every three (3) years, commencing 2020/2021, and recommend updates or changes, if any, to the Board of Trustees.”

Social Justice - Sally White

Guests Cathy Hackett and Patricia Daugherty of UJJME (UU Justice for the Middle East) propose a boycott of Hewlett Packard products to protest their involvement and complicity in human rights offenses, particularly in Israel/Palestine. They do not ask us to discard HP products in use, but to not purchase any new HP products or supplies (primarily ink refills). UJJME has info on alternative sources for ink. Cathy H. plans on having a table in the Welcome Hall on Sundays to educate the congregation about the issue and request members to support a boycott. The UJJME has a written pledge that they want the Board to approve for our Congregation. The Board would like to ensure that the Congregation has a chance to be educated and express opinions before taking a pledge. **MTA - UUSS will declare a 3 month moratorium on the purchase of HP products, during which time the UJJME will provide tabling and opportunities for dialogue with members of the Congregation. At the end of 3 months(4/27/17), the Board will make a final decision. Motion - Margaret Wilcox. Second - Sally White. Passed unanimously.**

Confronting Economic Inequality - Sally W. reported on the workshop to address homelessness coming up this Spring, possibly in April. Karen Gunderson and Eric Ross are working with Sally on this. It will be a conference/workshop format exploring homelessness specifically in Sacramento. Also, there are possible additional upcoming Habitat for Humanity build dates. Lucy will let us know.

Dennis P. is requesting a budget for the Racial Justice group (\$100). It was suggested that the group should go through Program Council for budget requests. The group doesn't yet have a structure. They will sponsor a UUJM Social Justice training later this Spring.

Stewardship and Pledge Drive - Ginny Johnson

The pledge drive starts February 26 - "For Such a Time As This". Goal is \$523,400 for total pledges, an approximate 10% increase of current pledges. They have adapted a "giving guide" from the UU Portland church to use with members and are adapting a strategy of targeted letters to pledgers who give similar amounts. There will be fewer personal visits as people seem to really dislike them. Church leadership will be asked to pledge first. Members who give automatically via a bank account or credit card will have their pledges continued even if we don't get a new pledge form, but all members will be encouraged to make a new pledge form and increase their pledge. Ginny brought up the question of the Board setting a minimum pledge as indicated in the Constitution. The Stewardship Cttee can help discern what a minimum pledge might be, if the Board chooses to set one. Our average pledge is about \$122.00/month, which is low compared to other churches.

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 another good month, but expenses are up due to the increased property tax assessment. Utility costs continue to be higher than expected. FEMA denied our request for flood insurance exemption saying we are not high enough, even after raising the Sanctuary floor. There is a good chance that the property tax assessment will decrease slightly due to space that we don't rent out being removed from consideration.

Long Range Strategic Planning - Margaret Wilcox

The last 5 year plan was in '08-'09. It involved the whole UUSS community. It helps when the process includes community building and establishing goals based on Congregational input. They began with a review of our Mission and Values. The previous project worked well. VP Margaret would like to be in charge of starting a new 5 year plan. **MTA - We begin planning sessions to develop a new strategic plan. Margaret Wilcox will be in charge. Motion - Carl Gardner Second - Kathy Bernard. Passed unanimously.**

Rev. Roger & VP Margaret caution us to not let things "sit on a shelf", but to move forward with purpose.

APMT Report - Denis Edgren

They met with our Insurance Broker to review our various insurance policies. APMT will review our insurance to see if we can save some money & get better coverage. They

are getting bids for painting the RE building. They are discussing new ideas for the parking lot in regards to lighting and crowding. They are considering changes to the theatrical lighting in the Sanctuary. Some older lights will need replacing. The fence along the back of the property needs to be maintained per our property insurance people. Colleen Emrys, who has been working as Sound Tech, will no longer be available.

Fund Raising Strategy Team (FRST) - Kathy Bernard

FRST decided to include our “pass-through” accounts under their aegis. All groups will need to fill out a form requesting a fundraiser 2 months prior to the event and submit it to FRST. FRST requests the Board give them a goal for fundraising from the FRST themselves. This is really up to the FRST to decide for themselves.

Program Council - Denis Edgren

PC - now working on budget and starting to do succession planning for the future. They are well organized and are doing good work.

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

Rev. Roger - Wow! Attendance is way up and Roger appreciates all the extra work done by Lucy since November in particular. It's good to have Scott around to help. Roger has planned ahead for church needs and is well prepared for the rest of his sabbatical. His dissertation is up to page 250.

D. Scott - Work with pastoral care group going well. Beloved Conversations are starting up again. 10 from UUSS are attending. Navigating Grief class starts 2/7 and has good sign-ups.

Rev. Lucy - absent

Board Business - Linda Clear

Pres Linda continues to meet with Rich Howard to start up a task force to increase involvement and participation in GA and UUS Presidential election in New Orleans. 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. The Board decided to offer the Board budget line item (\$200) as a scholarship to help members attend GA. **MTA - the Board will use its \$200 budget line item to a member of UUSS to encourage their attendance at this year's General Assembly. Motion - Janet Lopes Second - Sally White. Passed unanimously.**

Chili - all is set for this Sunday's Board fundraiser. Chili and crackers will be served. D. Scott asks that Board members support the new practice of meeting with visitors and prospective new members in the Bookstore after Sunday services.

Next Meetings: Executive Committee 2/9. Next Board meeting 2/23.

Next Centerer: Carl Gardner

Closing words - Kathy B.
Meeting Adjourned: 9:13pm

Respectfully Submitted,
Janet Lopes, Secretary

Reports attached: Treasurer's report

UUSS Treasurer's Report - December 2016
January 26, 2017

A. December 31, 2016 Income and Expense Statement

1 - **Actual Income** = \$54,262; **Budgeted Income** = \$53,350. Actual income was \$912 (1.7%) more than projected. Pledge income was \$3,258 (8.4%) more than budgeted. YTD income* = \$345,111; YTD budgeted income = \$315,100. Income is 110% of budgeted. * Includes \$20,000 of building funds.

2 - **Expenses** = \$61,083. **Budgeted** = \$54,176. Actual expenses were \$6,907 (12.7%) more than projected. Property taxes were \$6,650 more than budgeted. Utilities were \$551 (15.4%) more than budgeted; YTD \$2,817 (16.8%) more than budgeted. YTD expenses = \$327,157; YTD budgeted expenses = \$316,707. Expenses are 103% of budgeted.

3 - **Net Income** = negative \$8,073. Budgeted net income was negative \$1,884. YTD Property Use Revenue was \$7,127 more than budgeted and YTD Pledge revenue was \$20,537 more than budgeted. YTD non-pledged contributions & plate \$4,082 more than budgeted.

4 - **Fiscal YTD**: UUSS has a surplus of \$12,223; budget projection of a \$7,957 deficit.

B. Budget Highlights and Concerns:

2016-17 budget income included \$20,000 of UUSS building funds, allocated in September 2016.

Cash flow (ability to pay bills) issue is not a concern at this time, as the operating account has \$149,256 –we are budgeted to spend an average of \$52,613 each month.

C. Pledge Income Report: December receipts = \$42,058; Budget = \$38,800. YTD pledge receipts = **\$253,337**; YTD budget = **\$232,800**. Pledge receipts are 109% of budgeted.

D. Finance Committee Update:

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

E. December 31, 2016 Balance Sheet (Total Assets: \$479,020):

Operating Fund (01) - \$149,256 (Reserve Fund \$69,760; current liabilities \$35,512).

Temp. Restricted Fund (02) - \$48,386 (Betty Ch'maj \$30,870; misc. \$17,201).

Endowment Trust (03) - \$77,809.

Property and Equipment Fund (04) - \$150,774 (Capital Outlay \$107,268; Heritage Fund \$43,505).

Building Fund (05) - \$52,795 (Building Fund \$48,605; Cap Campaign Support Fund \$5,056).

Five Star Bank loan - \$552,777 (\$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 asked for a fund-raising goal in January. Tentative number is \$523,400. This includes 103% of this year's actual pledges, plus \$20,000 used to balance the budget this year, plus \$13,700 in additional property taxes. This will require an average pledge of \$1640, up from this year's \$1490, or about a 10% increase, assuming 319 pledging units. Median pledge is \$1000/year.

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 paid the first installment in December. 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.

