

***Draft***  
**UUSS Board of Trustees Meeting Minutes**  
Mar. 23, 2017

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

**Welcome**

Pres Linda opened the meeting at 7:02 p.m.  
Sally White did the centering. We recited the Board covenant.

**Consent Agenda**

The February minutes were approved unanimously. Donor Recognition policy changes were moved to Board Business.

**Social Justice - Sally White & Rev. Lucy Bunch**

We have joined Sacramento Area Congregations Together. Lucy has volunteers all ready to go: Susan Lange, Sally White, Rich Howard, Christine Bailey. Lucy thinks the oversight of Social Justice should move from the Board to the Program Council. Our SJ book groups and movie nights will continue, with perhaps a Social Justice summit in the Fall.

**Dennis Pottenger** - UJMC training will occur on 4/15. It will be advertised in the Unigram, the Weekly Message and the Blue Sheet. Dennis would like some help with tabling prior to the event.

**Long Range Planning - Margaret Wilcox**

Margaret has recruited Carrie Cornwell, Marion Randall, Carl Gardner, and Karen Gunderson to join her on the Strategic Planning Task Force. **MTA - to form a Strategic Planning Task Force. Charge: to develop a 2018-2023 strategic plan for UUSS, including goals, action plans, and timelines. Members: Margaret Wilcox, Carrie Cornwell, Carl Gardner, Karen Gunderson, Marion Randall. Rationale for task force: our 2009-2013 strategic plan, Building the Future, was approved at the May 2009 congregational meeting. The three goals in that plan have been accomplished: 1) Develop, approve and begin to implement an environmentally friendly master plan for UUSS property, including all buildings and grounds. 2) Deepen our ministry to children and families. 3) Strengthen our connection with and support of new and existing members. Our Phase 1A building project has been completed. Our Religious Education enrollments are increasing. Recent Sunday Services have had many visitors, and we are experiencing large numbers of new members. The energy and enthusiasm of the congregation are apparent in the multiple new activities and outreach efforts. A Board appointed task force is needed to develop a new long range plan. Motion: Margaret Wilcox Second: Sally White Approved unanimously. The task force will first gather data, then engage the congregation and have congregational conversations.**

### 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. Another good month, but pledge payments continue to decline as is common during the second half of the year. We are still waiting to hear what our new property tax payment will be with the exclusions that County has agreed to make for rooms and property that are not rented out, but used only for UUSS functions. Our five Funds are down slightly overall due to bills being paid and lower returns on investments. Our reserve ratio exceeds the amount laid out in our Reserve Fund policy, so the Finance Cttee suggested that we make a loan payment with the excess funds.

**MTA - Within the next month use \$37,000 from the Reserve Fund to pay down the Five Star Bank loan. The Finance Cttee will discern what dollar amount comes from Reserves and Capital Outlay. Motion: Denis Edgren Second: Sally White. Approved unanimously.**

Our pledge goal is currently \$515K. We need to add the line item for Interpreters for the Deaf. we should need them about once/month which will come to about \$720/year. We must make our best estimate and approve a draft budget at the April meeting to be ready for the Congregational Meeting on 5/21. There are concerns about how to properly show principal payments on the 5Star loan on our budget papers. The principal payments are a balance sheet item, and if we include them in the budget it may throw off the balance sheet in our accounting software. Finance Ctee will look into how we can show the principal loan payments to the congregation without messing up our Balance Sheet. Employee salary discussion continued with suggestions made that we base increases on UUA guidelines and how close our employees are to the suggested minimum for a church of our size, with the highest increases to employees not yet at minimum and smaller increases for those closer to or above the minimum. Possible increases range from 2% - 4%.

We should consider the possibility of including an annual line item for a Ministerial Intern and become a teaching congregation.

### APMT Report - Denis Edgren

Met today. Krystal Gollaher, currently a Childcare Provider on Sundays, will be Stanton's replacement. Rev. Lucy, Linda Clear, Denis Edgren, and Janet Lopes interviewed four candidates for the position. Stanton's last day will be April 7. Krystal will start on 4/3 to train for a few days with him. We are still searching for a sub for Michele Ebler while she's away this May. We are in the process of working with our Insurance Broker to change our coverage to a better plan with lower costs. APMT is moving forward with painting the RE wing and making improvements to theater lighting and sound/video equipment. There is still water in the basement. Arrangements are being made to buy a new sump pump. We now have an ongoing kitchen rental for a food non-profit. There are ongoing discussion about the grounds maintenance and plantings. We are waiting to hear from Jerry Houseman regarding the issue of our fences and security. Pres Linda will follow up with Jerry.

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

Did not meet due to absences. They still need the Board to nominate 4 new

members. Per FRST's charter, 2-3 Board members should be on FRST. Kathy is willing to stay as Board liaison. It was agreed that each Board member will come back next month with the name of a person they think would be good for FRST. We should talk with these people to ascertain their interest in being on FRST.

**Stewardship - Carl Gardner** - Pledge Drive going well. They have a print out showing progress through 3/23. Currently about 51% of pledges gathered. Total expected if outstanding pledges remain the same as '16/'17: \$519,918, an overall increase of 8%. This info will be updated each month for the next few months.

**Program Council - Denis Edgren**

Aggie Vawter is stepping down as chair of the Memorial Team. She will need to be replaced and thanked for her service. FRST's fundraising policy needs to be posted on the policy page of the website, not just the FRST page. PC members have successfully started a sign up sheet to insure the members attend the Library New Member/Visitor gatherings. PC would like to increase the number of members to reflect the increase in activities and groups at church. Janet will ask Deirdre to have the PC draft language for the change to the By-Laws necessary and have them for BoT approval by our next meeting. Scott suggested that the PC tie their number to the number of members of the Congregation, that way the number can fluctuate with church growth. Per the By-Laws, a 2/3 vote of the Board can amend the By-Laws. As this is a small change, it is felt that it's appropriate for the Board to vote, rather than take it to the entire Congregation.

**Minister's Reports** - see written reports attached.

**Board Business - Pres Linda Clear**

- a. Board GA scholarship- more funds have been collected. The group is up & running with tabling occurring on Sundays. Car pools are being organized for the PCD gathering and Presidential forum. Names of potential delegates for GA are being gathered.
- b. Farewell party for Facilities & Communications Coordinator Stanton Vedell after service on Sunday, Apr. 2. Cake & Coffee will be offered. There will be a money tree for financial gifts.
- c. Board fundraising - we've raised \$1436 toward our \$2000 goal. We will have two more Salad Sundays on 4/23 & 5/7. The Board agreed to donate \$10 each to purchase 2 Music Circus tickets to be offered at the Spring Auction.
- d. Donor policy - tabled.

**Next Meetings:** Executive Committee 4/13. Next Board meeting 4/27.

**Next Centerer:** Margaret Wilcox

Closing words - Sally White  
Meeting Adjourned: 9:40pm

Respectfully Submitted,  
Janet Lopes, Secretary

Attachments follow: Treasurer's report, Acting Sr. Minister Report, Ministerial Intern's report

## UUSS Treasurer's Report – February 2017 March 23, 2017

### **A. February 28, 2017 Income and Expense Statement**

**1 – Actual Income = \$54,246. Budgeted Income = \$48,350.** Actual income was \$5,896 more than projected. Pledge income was \$1,994 less than budgeted. YTD income\* = \$451,044; YTD budgeted income = \$411,800. Income is 110% of budgeted. \* Includes \$20,000 of building funds.

**2 – Expenses = \$54,132. Budgeted = \$51,374.** Actual expenses were \$2,758 more than projected. Property taxes were \$6,650 more than budgeted YTD. Utilities were \$683 more than budgeted; YTD \$3,648 more than budgeted. YTD expenses = \$429,264; YTD budgeted expenses = \$418,074. Expenses are 103% of budgeted.

**3 –Net Income = negative \$984 .** Budgeted net income was negative \$4,082  
YTD Property Use Revenue was \$11,284 more than budgeted and YTD Pledge revenue was \$17,382 more than budgeted. YTD non-pledged contributions & plate \$9,946 more than budgeted.

**4 – Fiscal YTD:** UUSS has a surplus of \$14,259 \*; budget projection of a \$14,741 deficit.

\*Without \$20,000 of building funds UUSS would have a deficit of \$5,741.

### **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 \$141,959 —we are budgeted to spend an average of \$52,613 each month.

**C. Pledge Income Report:** February receipts = \$36,806; Budget = \$38,800. Pledges are 95% of budgeted.

YTD pledge receipts = **\$327,782**; YTD budget = **\$310,400**. Pledge receipts are 106% of budgeted.

**D. Finance Committee Update:**

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

**E. February 28, 2017 Balance Sheet (Total Assets: \$473,435, – \$9,230):**

*Oper. Fund (01)* - \$141,959 —\$9,596 (Reserve Fund \$69,760; cur. liabilities \$26,096, – \$8,654).

*Temp. Restricted Fund (02)* - \$46,612 (Betty Ch'maj \$32,654 , + \$1,118).

*Endowment Trust (03)* - \$79,269.

*Property and Equipment Fund (04)* - \$149,656 (Capital Outlay \$107,268; Heritage Fund \$42,388).

*Building Fund (05)* - \$53,900 (Building Fund \$48,983 Cap Campaign Support Fund \$5,056).

*Five Star Bank loan* - \$550,987 (\$3,433/mo. & \$41,200/year; currently at 5.25% P & I).

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

**F. Miscellaneous/standing items:**

1. Finance Committee met on March 8th and updated the draft budget. Pledge goal is \$515,000, up 8.3% from actual pledges for the 2016-17 fiscal year. Total budget \$707,450; \$1,030 surplus.
2. County revoked our tax exemption, creating an additional \$13,700/year expense. Linda C sent a letter to the County requesting a one-year delay due to our just being back in the building for a year.
3. Current "Reserve Ratio" (Reserve Fund + Cap Outlay divided by Op. Expenses) is 27.9%; policy is 15% - 25%. Finance Committee recommends moving \$37,000 from the Reserve Fund to the Five Star Loan, which would lower the Reserve Ratio to 22.1%, thus saving 5.25% on \$37,000 interest going forward.

## **On the Top of My Mind**

You can read below about the great news about our social justice efforts. The question I am pondering right now is whether we need to have an umbrella group to oversee all our social justice efforts, or if we have an “if it ain’t broke don’t fix it” situation. I plan on discussing with Program Council next month, but please let me know if you have ideas. Our new people are really excited our social justice work.

## **Pastoral Care**

There have been a lot of memorials this month - 3 so far, and two more in the works. We opened our church to the family and friends of Barbara Lazar on March 4<sup>th</sup> and had one of the largest turnouts for a memorial I have seen - 200-250 by my estimate. Barbara was not a member, but was a long-time UUSS accompanist and musician beloved of many. The family donated to the church in gratitude. Scott led memorials for UUSS members Emily Stover and Doreen Sinclair.

Ruth Herrington passed away last week. Members of our pastoral visitor’s program had been seeing her regularly for the past 6 months or so. Others in our community stepped up to support her as well. Her memorial is being planned for late April.

## **Membership**

We welcomed 18 new members at our March 19<sup>th</sup> all-ages service - the result of our path to membership program. About 10 more are in the pipeline. Scott initiated a program of greeting newcomers in the library after church, and it has been a great success - even the bookstore people are happy to have increased awareness. I have had at least five newcomers visit me for a personal conversation.

New members in the past year have pledged their time as well as money to the church. I have been trying to find the bandwidth to organize all the information we have about their interests for volunteering - so that when we have a need we can simply look up names of people to ask. I am hoping to find some help with the project. It may have to wait until Roger gets back.

The membership team is working with Dirk to set up a ride sharing system on our website, for people who needs rides to church. Judy Lane is very pro-active. Another picture day is planned soon to update our photo directory. The committee is also planning to have color copies of the directory available for sale in the book store for people who want a hard copy.

## **Committee Support**

I attended Religious services committee and Committee on Ministry meetings this month. FRST did not meet. Stewardship seems to be going well and needs little support from me, except to recruit folks for the stewardship testimonials. I plan on calling some of the pledgers who donate generously or who increased their pledge significantly. I am very hopeful we will have a successful campaign, with lots of thanks to Ginny and crew who have done a marvelous job.

## **Social Justice**

### **Confronting Economic Inequality**

Book and movie discussions continue to be well attended. I would very much like to see these continue next year and am planning on asking each of our social justice groups to sponsor one movie and one book each year. Perhaps the Board could sponsor one as well.

## Interfaith

Thanks to your vote to affiliate with Area Congregations Together. We are off and running. Susan Lange (UCC member and soon to be UUSS member) is our lead and our representative to ACT on Immigrant Justice and she is full of great ideas. We are folding the Faithful Friends Program into Immigrant Justice (Susan is the regional lead for that program). Check out the new page on the web site.

Sally White is our representative on Homelessness. She will work with our Family Promise and other efforts to help us make a difference in this area. Christine Bailey, with the support of our Earth Justice Team has taken on a role to coordinate us with Interfaith efforts in Climate Justice (another new web page to check out!). She is full of great ideas.

Rich Howard has agreed to help us outreach to the Muslim community. He and I discussed working with the Council of American Islamic Relations, having more Mosque tours (building on the one led by the JHYG last month), and other opportunities to meet and connect with the Muslim community in Sacramento.

Another soon-to-be new member Sara Keebler, has agreed to help coordinate the communication around interfaith issues. We will be developing a mailing list and web page for this purpose. Stay tuned.

## Small Group Ministry

We had (what I consider) a good turn out for our first two Resilience Gathering (11 in person the first week 5 the second, 4/3 on -line!) We will see how it goes. It takes awhile for new programs to get traction so I plan to do this for at least six months. Allison Claire and Megan Reynolds are co-leading these with me. I would love to see members of the Board attend one of these (1st and 3<sup>rd</sup> Tuesdays at 6:30) whether in person or on the web. Spiritual Deepening Circles have two more months to go. The 20/30 GenY Spiritual circle is also well attended. This group also uses the curriculum for the Spiritual Deepening Circles, modified to fit with a drop-in format.

## Staff and Admin

I am so relieved to say that we have found a wonderful person to fill the Facilities and Communication Coordinator position soon to be vacated by Stanton Vedell - Krystal Gollaher is currently one of our child care providers on Sunday. Krystal brings some great experience and an excellent attitude. She knows our culture, which will be a real asset. She and Stanton will overlap in his final week - she starts the position on April 3<sup>rd</sup>. I want to thank Linda Clear, Denis Edgren, Janet Lopes and Michele Ebler who participated in the interviews and screening process. The Board and staff are planning separate good bye events for Stanton. I am breathing a bit easier and sleeping a bit better.

I will meet with Amy Phipps to get an update on our activities with Event Architects. I can report at the board meeting.

## Religious Education

Miranda is doing a great job keeping everything on track. The new curriculum we are using in SHYG is well received and we are getting better attendance. Teachers are engaged and communication well with each other. Anthony Johnson is keeping think running well in JYHG. We will have significant turnover in the JHYG group next year, so Miranda is already planning and recruiting so we can offer a fell program.

## **Worship/Music**

From my perspective, the energy and spirit on Sunday morning is quite high. Services continue to be well-attended and people are responding well to the sermons. Our all-ages services are really getting traction and family participation is at an all-time high. Scott and I collaborate very well together. I am already missing him, even though he has two more months with us.

Mark your calendars for April 9, when we will have a drumming workshop after the service.

That's all for now. See you at the meeting.

Rev Lucy

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

D. Scott Cooper - 3-23-17

### **One: Worship and Rites of Passage**

Have now preached seven times, plus various reflections. Have received good comments from parishioners.

Will preach again on Easter, then once more in May. I am involved in all services - helping to coordinate services and readings. Am working with the RSC.

Worked closely with Lucy to arrange Sunday's service and all the components, wrote and did story

Did two Memorial Services this past weekend. Families were pleased.

### **Two: Pastoral Care and Presence**

Completed Navigating Grief class. Co-facilitated with Rev. Martha. It has gone very well, participants have expressed appreciation, and I'm very glad we offered it. I hope it will be offered periodically after I'm gone.

Visited John Vawter last week.

Memorial Services (see above). Only one in-person meeting between the two of them. But a lot of phone and email correspondence. And talking to church member friends who knew them.

### **Three: Spiritual Development for Self and Others**

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

### **Four: Social Justice in the Public Square**

Reading a different theologian or reading a Sermon of note every month and discussing with Lucy.

Involved in facilitating SJ Movies and Book Discussions. Will lead discussion of *Elite* this upcoming Sunday.

Continue to co-facilitate Beloved Conversations with UUDavis - another session here Saturday.

### **Five: Administration**

Attending many meetings and responding to emails.

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

Have rolled out AV Team - volunteers helping Mike each Sunday and at events. Have begun using projector more in services.

### **Six: Serves the larger Unitarian Universalist Faith**

Navigating Grief and Beloved Conversations (See Above).



I try to include a brief bit about UU History in each sermon.

**Seven Leads the Faith into the Future**

Experimented with using iPad to do sermon Sunday before last and for story Sunday. Plan to use for Readings this upcoming Sunday.  
Posting to UUSS website and Facebook page.