

***Draft***  
**UUSS Board of Trustees Meeting Minutes**  
April 27, 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  
Board Member absent: Erik Jensen  
Staff Present: Rev. Lucy Bunch, D. Scott Cooper

**Welcome -**

Pres Linda opened the meeting at 7:03 p.m.  
Margaret Wilcox did the centering. We recited the Board covenant.

**Consent Agenda**

The March minutes were approved unanimously.

**Social Justice - Rev. Lucy Bunch**

Rev. Lucy met with 6 UUSS Social Justice leaders to start helping the groups to communicate with each other and coordinate their work. There may be website changes, more coordination of event flyers and fundraisers. The focus is how to communicate our activities with the Congregation. They will meet 3x/year to do so. Susan Lang will come back to help Immigrant Justice. Sally White will lead for homelessness. Christine Baily is bringing a big event on 6/4 with a Native American speaker. UUJM workshop on 4/15 was cancelled here, but another one is being offered in Davis soon. Thank you to Dennis for trying to put it together here. In the future this item will be moved to the Program Council for oversight, not the Board.

**Treasurer's Report - Gordon Gerwig**

Budget vote - Budgeted pledges for next FY stand at \$504,700. Currently 40 pledges are still outstanding. About 85% of pledging units have pledged. Gordon explained the proposed budget income and expenses. He created pie and bar charts to help explain where our money comes from and how we spend it. Raises are included for almost all employees to try to bring them up to UUA mid-point guidelines. Our upcoming property tax bill may be adjusted to be about \$4000 lower than originally expected due to removal of sections of the property that aren't rented out. The extra \$37,000 payment was made to Five Star Bank against our loan. There will be one budget forum on 5/14 to prepare for the congregational meeting. **MTA - the budget as stated (see attached).**  
**Motion: Margaret Wilcox. Second: Carl Gardner. Approved unanimously.** Many thanks to Gordon for all his hard work.

The Treasurer's Report is in the Drop Box, on the Finance Cttee page of the UUSS website, and attached to these minutes. Pledge income is down again, but the numbers in general are positive. We are in a very good financial position. There's a oops in Section E. The Five Star loan is currently \$549,964. Denis E. asked what is the original loan amount and how much have we reduced it? Lucy says Michele will know.

### Long Range Planning - Margaret Wilcox

The group met and is looking at previous data and how we've met the goals of our last long term plan. They feel we've met them well. They are discussing getting a consultant and we'd expect them to do. They are drafting a scope of work for that person and have a list five possible candidates. The groups' ideas are: someone who can design a process to facilitate the engagement of and input from the entire congregation; someone who can help us identify a few broad goals; someone who can help us develop strategies and action plans to achieve those goals, someone who can get congregational buy in and support for the goals, strategies, and action plans. We can get help from the Pacific Western Region staff. There will probably be two congregational workshops in September to bring the idea to the congregation. A possible source of funds for the consultant is in Fund 5, the Capital Campaign support fund.

### APMT Report - Rev. Lucy Bunch

We filed an insurance claim for the basement flood. Building rentals are increasing. The RE building has been painted and the window coverings will be installed soon. The kitchen is being rented out regularly. We'll soon be addressing the parking lot crowding. The back fence group is still working on things. Jerry Houseman, the leader, has had a small stroke, but will be back with the group soon.

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

Fundraising policies are being developed for internal and external groups. They would like liaisons from the Board, Program Council, and Administrative and Property Management Team (APMT) be present at the meetings. Some nominees for open slots on FRST: Celia Buckley, Marion Ashe, Samantha Arthur, Sarah & Joe Turner, Tiki Harlow, Sandra Meredith, Judy Bell, Mike Miller. Kathy B. will take these names to FRST for their approval. These people will be contacted by FRST.

**Stewardship - Carl Gardner** - Currently the pledge drive has \$479,754 in pledges which is an increase of 8% over last year if all current outstanding pledges remain the same. Ginny will not return to lead next year, so we need to start thinking about recruiting a new lead.

**Auction - Kathy Bernard** - All tickets are sold (225). The big ticket auction items are already selling. The Auction will also need a new chair for next year. Many thanks to Kathy for chairing it the last two years.

### Program Council - Rev. Lucy Bunch

The Activity Fair is coming up and is well organized. More thought is being put into placing affinity groups close together at the fair. PC will provide cake for our volunteer appreciation Sunday. PC needs the Board to help with new members. Confirm with Deirdre Downes as to how many people they would like the Board to appoint. PC sent a language change for the By-Laws to allow them to have more members: *Section 4 - 4.1 Establishment/Membership There shall be a Program Council consisting of five, six, or seven members, elected at large from the congregation, with the number of Council members in any given year to be determined by prior agreement among the Program Council, the Board, and the Ministers regarding the size best able to handle the current workload. If the need for an additional member becomes recognized and agreed upon after the normal May election period, the Board may appoint a member of the*

*congregation to serve a term to end with the second May election following the appointment. Likewise, if an interim vacancy occurs on the Program Council, the Board may appoint a member of the congregation to complete the vacated term. The Board shall appoint one or two liaisons to the Program Council selected from Board members. Council members would serve two year staggered terms. MTA - the language change. Motion: Margaret Wilcox. Second: Sally White. Approved unanimously.*

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

**Rev. Lucy** - Discussion re: UUA leadership changes and turmoil. The UUA Board and the Presidents are working out their relationship. Perhaps we should explore more about racism and white privilege after Roger returns and Lucy takes a short break. Lucy plans on having a virtual viewing party as she “walks” for her final fellowship as a Minister. It will happen here at UUSS on June 22. She will also be an off-site delegate for GA.

**Intern Minister Scott** - is excited to preach on 5/7 at the Auburn church. The book group will be discussing “Divided”.

**Board Business - Pres Linda Clear**

- a. There are carpools organized to go to the Regional Assembly. The Presidential talks will occur between 1:00 and 2:30.
- b. Board fundraising - we need another \$564 to meet our goal. Do two more Salad Sundays on 6/4 and 6/25. Janet will schedule. Margaret and Linda are not available on the fourth, everyone else is.
- c. Congregational Meeting - Finalize agenda for meeting. We should send the budget summary out to the Congregation, but the full budget should be made available at the budget forum and online, but only have the summary at the meeting. Gordon will provide the budget summary.

Closing words - Margaret Wilcox  
Meeting Adjourned: 9:07pm

Respectfully Submitted,  
Janet Lopes, Secretary

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

## UUSS Treasurer's Report – March 2017 April 27, 2017

### **A. March 31, 2017 Income and Expense Statement**

**1 – Actual Income = \$48,578. Budgeted Income = \$53,350.** Actual income was \$4,772 less than projected. Pledge income was \$6,798 less than budgeted.

YTD income\* = \$499,622 ; YTD budgeted income = \$465,150. Income is 107% of budgeted.

\*Includes \$20,000 of building funds.

**2 – Expenses = \$64,995. Budgeted = \$61,565.** Actual expenses were \$3,429 more than projected. Property taxes were \$6,650 more than budgeted YTD.

Utilities were \$725 more than budgeted; YTD \$4,373 more than budgeted.

YTD expenses = \$494,259; YTD budgeted expenses = \$479,640. Expenses are 103% of budgeted.

**3 –Net Income = negative \$17,439.** Budgeted net income was negative \$9,274.

YTD Property Use Revenue was \$13,108 more than budgeted and YTD Pledge revenue was \$10,583 more than budgeted. YTD non-pledged contributions & plate \$11,402 more than budgeted.

**4 – Fiscal YTD:** UUSS has a deficit of \$3,180; budget projection of a \$24,015 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 \$130,195 —we are budgeted to spend an average of \$52,613 each month.

**C. Pledge Income Report:** March receipts = \$32,002; Budget = \$38,800 .

YTD pledge receipts = **\$359,783**; YTD budget = **\$349,200**. Pledge receipts are 103% of budgeted.

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

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

E. March 31, 2017 **Balance Sheet** (Total Assets: \$463,088, -\$10,347).

*Oper. Fund (01):* \$130,195, - \$11,764 (Reserve Fund \$70,248; cur. liabilities \$31,242 , + \$5,146; Cash Flow Reserves \$28,831, -\$17,439).

*Temp. Restricted Fund (02):* \$49,920 (Betty Ch'maj \$32,562 ; misc. \$15,128, +\$1,424).

*Endowment Trust (03):* \$82,775 , +\$1,468.

*Property and Equipment Fund (04):* \$149,407 (Capital Outlay \$107,020; Heritage Fund \$42,388).

*Building Fund (05):* \$50,790 (Building Fund \$45,873 , -\$3,110; Cap Campaign Support Fund \$5,056).

*Five Star Bank loan:* \$549,964 (\$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. Finance Committee met on April 12th and updated the draft budget. Pledge goal is \$504,700, up 8% from actual pledges for the 2016-17 fiscal year. Budgeted plate for 2017-18 to match annualized year-to-date plate. Capital Outlay budgeted at \$4,000. Total budget \$700,433; \$217 surplus. Directed Michele to pay \$37,000 against Five Star Loan from Reserve and Capital Outlay Funds.
2. County revoked our tax exemption, creating an additional \$13,700/year expense. The County did a "field summary" in January which may result in a small rebate, and will call us back when that's completed. We paid the first installment in December. 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.

**Acting Senior Minister's Report to the Board**  
**April 2017**

**On the Top of My Mind**

Recruiting is on the top of my mind. We have quite a bit of turnover in some volunteer positions. The Program Council is busy recruiting new folks for the memorial re-

ceptions and coffee. The Board needs to recruit folks for FRST, and for the Program Council. I would like to draw in new people as much as possible and look forward to working with the Board and Program Council to fill these positions.

Also on my mind is the turmoil in the UUA. I suggest you read my unigram column, and/or check out this latest post about the [new interim presidents](#).

### **Pastoral Care**

It's been busy! I have made several trips to the hospital this month, and home visits with others who are ill. Ron Galbreath and Heather have moved in with his daughter and Ron is entering hospice. He will likely not return to church, but we want to make sure he feels connected to our community during his final days. Ray Reynolds has been in the hospital with multiple health challenges- both Scott and I have been reaching out to him. Jerry Houseman was hospitalized with a small stroke. Jean Helmuth is failing. I have visited her and been in touch with her family. Former member Joyce Miller died this week - Scott has reached out to her family. Ruth Herrington's memorial is this Sunday at 2 PM.

ON the positive side, I had lunch with Joan Osbourne at her new senior facility, as well as Aggie and John Vawter and Pete Larsen. Karl Bucholz and Karen Robison took me to lunch to tell me how wonderful I am (you can do this too!). When you do this it's called reverse pastoral care.

### **Membership**

Another new member joined since our last meeting and I have a list of about either more who are interested. Miranda and I are compiling a list of RE parents who we will consider approaching about membership. Judy Lane and I are planning a reception for new members from the past year for when Roger returns in June. Exploring UU classes continue monthly.

### **Committee Support**

I attended Religious Services Committee, Program Council, FRST, Finance and the Exec this month. Committee on Ministry did not meet. Stewardship is wrapping up, and the budget is in good shape- reasons to celebrate. I have been calling everyone who increased their pledge 10% or more - these calls are well received. I met with Theater One to clarify their use of the Main Hall next year. They will do a fall and winter play in the main hall, and a smaller work in the Fahs room in the Spring. Their children's theater will offer two plays per year, mostly on Saturday afternoons. They have been very cooperative.

### **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.

I am meeting with movers and shakers in our social justice programs Wednesday and Thursday of this week to plan how we can coordinate our communication to the congregation. I envision a central place where all interested can find out what is happening with our SJ programs and not have to look at multiple pages on our web site. I am confident that excellent ideas will come forth. Feel free to ask me more about it at the meeting.

### **Small Group Ministry**

We are continuing the Resilience Gathering though attendance is very low. Allison Claire and I are committed to holding these for at least another month and then evaluate continuing. It takes a while for new programs to get traction. 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 one more month to go.

We are offering an antiracism program with the Davis church again this year - called Beloved Conversations. There are three Board members participating this year, along with 7 others from UUSS and 4 from UU Davis. Rev Banks from the Davis church and I are sharing chaplain duties - until she broke her shoulder! I am the now sole chaplain for this group, which wraps up next month. I am also supporting Beth by meeting with the Davis intern to provide some supervision during Beth's absence. We wish her a speedy recovery.

### **Staff and Admin**

Krystal is off and running and so far, it has been seamless. I am absolutely delighted with her job performance. Even the areas where she said that she needed to get up the speed have gone extremely well. I wonder what it will be like when she gets up to speed- perhaps a rocket! We moved our staff meetings to Tuesday at 4:30 to accommodate Miranda Massa who has started her student teaching. The staff meets once a week for 30 minutes to debrief on Sunday, and update each other on items of general information. The staff are all involved with the auction in one way or the other, and are on board to ensure success.

### **Religious Education**

We are moving ahead to offer OWL next year for 7<sup>th</sup>-8<sup>th</sup> graders during the usual RE time. Miranda and I have recruited volunteers, and she has reached out to the parents of all the eligible kids.

On Saturday May 20<sup>th</sup> at 3:30 we will have all ages fun and potluck. The FUN will be led by me! Mark your calendars and plan on participating in this event for the whole church community.

### **Worship/Music**

We had our highest attendance (possibly ever) at the service on March 26<sup>th</sup> - 402 people. Thank God the sermon was decent! Attendance is still well above this time last year. Two of our invited preachers dropped out (March 26<sup>th</sup> and April 2<sup>nd</sup>) so I had

quite a marathon run of preaching, but it all turned out well. I met with the Rev Dr. Jones to plan summer services before he heads off to Korea for a few weeks.

We have started using the projector for the hymn words, and this Sunday will have a multi-media presentation by our choir at the all-ages service. Don't miss it.

The drumming circle on April 9 was a big success. People of all ages were present. Keith and I are aiming to have one of these about three times a year. There is no better stress relief than pounding on something.

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

Rev Lucy

### **Ministerial Intern's Report - Board** **D. Scott Cooper - 4-27-17**

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

[Lucy and I were away this last Sunday at the Ministers' Retreat]. Easter Sunday was my eighth time to preach here. Despite being under the weather, both Lucy and I had positive feedback.

I'm trying to write more of the 'auxiliary' readings for the services (rather than use or base them on existing writings).

Will be preaching twice in May, once here and once in Auburn.

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

Various parishioners seem to gravitate to me to talk about concerns in their lives. Not making appointments, just seem to want to stop me after church or come to the office during hours and 'unload.'

**Self-Care:** have been 'under the weather' for about a month; fighting acute bronchitis but feeling better now

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

Continue with Reading and Reflection, not only books I find but poems as well; co-facilitating Spiritual Deepening Group. Enjoyed getting away to the Ministers' Retreat and having others' organize spiritual activities.

#### **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 *Divided* this upcoming Sunday.



Continue to co-facilitate Beloved Conversations with UUDavis - another session in Davis 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 (previously) and Beloved Conversations (See Above).

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

Guest preaching in Auburn next month.

Attended the Minister's Retreat and plan to attend GA this summer.

Winding down with Intern Committee to do final paperwork.

**Seven Leads the Faith into the Future**

Still experimenting with using iPad to do sermon.

Posting to UUSS website and Facebook page.