

UUSS BOARD OF TRUSTEES MEETING

August 24, 2017

MINUTES

Meeting convened at 7:02 pm.

Present: Margaret Wilcox, Lucy Bunch, Kathy Bernard, Denis Edgren, Carl Crain, Gordon Gerwig, Sally White, Carl Gardner, Roger Jones, Victoria Owens

Absent: Roger Olson

Guest: Judy Lane, Membership Committee Chair

Consent Agenda

- Dog Policy moved to regular agenda item for discussion
- Change to UUSS Capital Policy approved at July meeting
- July BOT minutes approved without comment

Discussion on Dog Policy proposed by Membership Committee:

- Idea originated when visitor asked what dog policy was; greeters did not know
- Greeters would like guidance on what to say when asked what UUSS policy/practice is on dogs
- Original proposal was the result of a survey of entire Membership Committee
- Membership Committee not satisfied with policy as revised and returned by Executive Committee
 - Revisions exclude dogs from Welcome Hall; Membership Committee disagrees
 - Revised policy allows only service dogs/emotional support dogs in a lap in the sanctuary
- Membership Committee would like:
 - General policy that allows well-behaved, leashed, friendly dogs in sanctuary, meeting rooms and on the grounds
 - Would be the easiest policy to explain and enforce
 - Committee asks that policy not be posted or advertised to avoid being swamped with dogs
- No mention of dogs in insurance policy; once dog policy is created, UUSS might have liability if problems occur
- Policy to be for greeters and apply to Sunday services only
 - Will do separate policy in the future to cover other times if necessary
- **Policy returned to Membership Committee for revision. Membership Committee to revise and send to BOT secretary for consideration by Executive Committee**

Treasurer's report

- Both June (Final FY2017) and July reports presented
 - UUSS ended FY2017 with surplus of \$3,546. Budget projected FYE surplus of \$1,949.
 - Includes a transfer of \$20,000 of UUSS building funds
 - July ended with surplus of \$3,856 compared to a budgeted deficit of \$34.00
 - Both June and July Treasurer's reports are attached to the Minutes

Long Range Planning

- Expecting about 200 attendees at the congregational LR Planning retreat
- Recently held a video call with the consultants, Sara and Tandy
 - Consultants are very enthusiastic about process
 - No need to do a survey because survey questions are built into the retreat program
 - Tandy feels there are ways to engage children and youth
 - Should invite teens and parents of young children to retreat - be inclusive
 - Hold listening sessions specifically aimed at young adults
- Mary Howard will be coordinating the listening sessions
- Chris Gerwig will provide lunches at the retreat
- Need home hospitality for consultants on October 27.

Administration & Property Management Team (A&PMT)

- APMT discussed the priority for capital projects: Parking Lot lighting, Patio Cover, Fence repair
- Parking Lot Lights
 - Top priority, since it is an issue of the safety of the congregation
 - Cost is approx. \$63,000
 - Applied for grant from SMUD which would fund part of the cost of the lights
 - It is unclear whether UUSS would qualify for a SMUD grant
- Patio Cover
 - Cost approx. \$120,000
 - Useable patio is very important for the congregation
 - Is there another way to get people to gather on the patio?
 - We would want a new patio cover to accommodate solar panels
 - Cover should have an open feeling
 - APMT considering downsizing the patio cover to decrease its cost
- Fence
 - No funds to repair the fence on the north side of the property right now.
 - Recommendation is to continue to fix the fence necessary, rather than replacing it at this time.
- APMT recommendation is to proceed with lights for the parking lot (\$63,000 - relates to the safety of the congregation) and the patio cover (\$120,000). Both these projects are top priority.

- Item is continued until next month - we will have gotten answer about the SMUD grant by then
- APMT will come back to the BOT with more proposals on the projects
 - What would we need to start a fundraiser for the patio cover?
 - More specifics on where funds would come from
 - APMT to work with Finance Committee
- Need to schedule RE Clean Up Day to get classrooms ready for new church year
- APMT will manage project on the fence near the RE rooms
 - Fence will be torn down
 - Trench will be rerouted
- Rental update:
 - Event Architects has gone out of business
 - Rentals still going well, with both repeat business and new business
- Personnel issue: Krystal is doing a great job and has a good relationship with the custodial staff. APMT is informing the BOT of their decision to give Krystal a 10% raise and expand her duties. Her new duties will include:
 - Managing rentals
 - Supporting UUSS social media
 - Updating the PCWD and UUA data
 - Acting as contact with the insurance company
 - Act as support staff liaison to APMT
 - Using the property tax rebate to fund the salary increase

Fundraising Strategy Team (FRST)

- Discussion of documents in Dropbox policies from FRST at August BOT meeting
 - *Guidelines for the Book of Generosity and Gratitude* is an internal FRST procedure and does not need BOT approval
 - BOT unanimously approved *Donor Recognition and Commemorative Gifts Policy and Guidelines*
 - Motion by Denis Edgren, Sally White second
 - *UUSS Fundraising Strategy Team Purpose and Charge* was never officially approved in 2015. Discussed changes to version presented to BOT on 4/23/2015
 - Eliminate the fine print about the composition of FRST
 - BOT does not want to approve types of fundraising - this should be up to FRST. Change bullet item three to indicate that FRST will “develop and implement”, not “recommend” overall fundraising strategy and action plan
 - FRST is very important - BOT liaison should attend committee meetings. If liaison has to miss a meeting, they should get a substitute or contact the chair for information about the meeting
 - FRST still working to sort out their role.
 - The vision is that FRST is the fundraising arm of BOT
 - Not expecting to make big fundraising decisions

- FRST expecting to provide ideas on how to raise money and ideas on what to raise money for
 - *Purpose and Charge* document returned to FRST to make revisions and resubmit for BOT approval
 - FRST to remove highlighted portion of June 2017 memo to BOT and combine with the *Donor Recognition and Commemorative Gifts Policy and Guidelines* and resubmit for BOT approval

Program Council

- See Program Council section in Senior Minister's Report
- Search for Stewardship Committee chair ongoing. Discussed people to be approached to see if they would be willing:
 - Ginger Enrico, Carrie Cornwell, Rich & Mary Howard, Linda Clear, Janet Lopes, Sally Lewis-Libby (David), Susan Carlson, Fred Deneke, Marian Randall, Susan Lang, Annette Emery, Karen Sparrow
 - BOT members Carl Crain, Carl Gardner, Margaret Wilcox, Denis Edgren and Sally White will make recruitment calls to above list
 - Margaret will ask Genny Johnson for a description of what the duties are for the Stewardship Committee Chair
- Victoria will ask Abby Rosenblum if she is willing to chair or co-chair the Auction Committee

Minister Reports

- See attached Senior Minister's Report
- Discussed calling Doug Kraft as Emeritus Minister
 - Vote would be taken at regular business item in October 22 2017 congregational meeting
 - Roger's Minister's Message in the October *Unigram* will give more details
- Lucy reported signups are open for next cycle of Spiritual Deepening Circles

Review of Board Retreat

- Meet Your Board forum - will discuss at Executive Committee meeting
- Leadership item on BOT agenda
 - Will be after the chalice lighting and the consent agenda
 - *September discussion to be led by Margaret Wilcox*

Board business

- Annika Lawson is interested in being the Youth Trustee on the BOT
- Need to create team to work on contract-to-call process for Lucy
 - Need to recruit the team before we start the discussion about calling Lucy
- Timeline is approximately 6 months (January - June?)
- Want to integrate with LR Plan - LR Plan to be on agenda for May 2018 congregational meeting
- Fundraising by BOT:
 - Miscellaneous Fundraising is \$5,000 revenue item in FY2018 budget
 - Up to FRST on how to raise \$5,000?

- FRST does not see itself as committee to *do* fundraising, but rather to set fundraising strategy
- Unclear how much calculated as provided by BOT fundraising
- Unfair for BOT to change practice after the budget has been set?
- BOT will do four Salad Sundays during the year
 - Committing to number of events, not to amount of money to raise
 - All funds raised will be credited to Misc Fundraising revenue
 - Dates to be chosen at next BOT meeting
 - BOT to rotate coordinator duties
 - Kathy to inform FRST of decision
 - Need to look at schedule to find free Sundays

Adjournment at 9:44pm

- Motion: Carl Gardner
- Second: Sally White

Action items in red

UUSS Treasurer's Report – August 2017 September 28, 2017

A. August 31, 2017 Income and Expense Statement

1 – Actual Income = \$64,198. Budgeted Income = \$54,592. Actual income was \$9,607 more than projected. Pledge income was \$12,218 more than budgeted.

YTD income = \$125,239; YTD budgeted income = \$109,183. Income is 115% of budgeted.

2 – Expenses = \$70,093. Budgeted = \$66,115. Actual expenses were \$3,978 more than projected.

Utilities were \$402 more than budgeted; YTD \$854 more than budgeted.

YTD expenses = \$126,075; YTD budgeted expenses = \$119,710. Expenses are 105% of budgeted.

3 –Net Income = negative \$7,103. Budgeted net income was negative \$12,554.

YTD Property Use Revenue was \$4,296 less than budgeted and YTD Pledge revenue was \$18,090 more than budgeted. YTD non-pledged contributions & plate \$1,221 less than budgeted.

4 – Fiscal YTD: UUSS has a deficit of \$3,247; budget projection of a \$12,587 deficit.

B. Budget Highlights and Concerns:

- Cash flow (ability to pay bills) issue is not a concern at this time, as the operating account has \$123,934 —we are budgeted to spend an average of \$58,408 each month.

C. **Pledge Income Report:** August receipts = \$54,276; Budget = \$42,058.

YTD pledge receipts = **\$102,206**; YTD budget = **\$84,117**. Pledge receipts are 122% of budgeted.

D. Finance Committee Update:

Finance Committee received financial reports via email on September 8th.

E. August 31, 2017 **Balance Sheet** (Total Assets: \$736,559, -\$16,192).

Oper. Fund (01): \$123,934, – \$9,281 (Reserve Fund \$55,742; cur. liabilities \$33,683, –\$2,261; Cash Flow Reserves \$34,342, –\$4,650).

Temp. Restricted Fund (02): \$39,609 (Betty Ch'maj, \$34,307).

Endowment Trust (03): \$398,164, +\$310,663. Loan was added as both an asset and liability.

Property and Equipment Fund (04): \$129,969 (Capital Outlay \$72,531; Heritage Fund \$57,438).

Building Fund (05): \$44,884 (Building Fund \$39,828 –\$1,379; Cap Campaign Support Fund \$5,056).

Five Star Bank loan: \$507,290 –\$1,208 (\$3,433/mo. & \$41,200/year; currently at 5.25% principal & interest). Rate will adjust to Prime + 2% in November 2020.

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

F. Miscellaneous/standing items:

1. Finance Committee met on September 20th and reviewed the August 2017 numbers.
2. Concern over loss of Event Architects—need list of upcoming rentals to assess impact.
3. A number of changes/suggestions to the Financial Statements:
 - a. For each line item on the Income and Expense statement show percent of total income or percent of total expenses to catch outliers.
 - b. Eliminate Fund 5—move Cap Campaign Support Fund to Temp Restricted, move Building Fund to Property and Equipment, move the Heritage Fund to Temporarily Restricted.
 - c. We are likely to have an intern again—what about an “Intern Fund” on the Balance Sheet?
4. Balance sheet reviewed for initial funding (“seed money”) of parking lot lighting (\$60,000, Heritage Fund) and patio cover (\$120,000, Building Fund).

Senior Minister's Report ~ **August 24, 2017** ~ Rev. Dr. Roger D. Jones

Board of Trustees meeting, Unitarian Universalist Society of Sacramento

Happy to be starting my 10th year serving UUSS and my 5th year serving alongside Rev. Lucy, a fabulous ministerial colleague. See more of my reflections on ministry in my column in the [August Unigram](#).

Religious Education, Family Ministry, and All-Ages Activities

Two of our regular Child Care Providers had their final Sunday with us August 20; one is going off to college. Leticia Valdez started on that day and Miranda is recruiting a second staffer.

Our biennial training for new and continuing Spirit Play volunteers will take place this Saturday with the Rev. Jennifer Innis coming from Texas to provide training on this curriculum for K to grade 5 kids.

OWL (Our Whole Lives), the jointly created sexuality education curriculum of both the UUA and UCC denominations, begins this Sunday with the mandatory Parents' Orientation. This year the class is for those in grades 9-11. With a maximum of 15 youth, we have a waiting list, including some former UUSS members and some community members who heard about it. Our teaching team: Frances Myers, Mary Howard, Rich Howard, Dirk Tuell. OWL will take place over most of the church year in the 10:30 RE slot.

Youth programs: due to having OWL during RE time, we lose critical mass in JHYG and SHYG. Hence, we are focusing all energies and attention on a set schedule of 10 or 11 Sundays for our youth groups (September through May), and are recruiting teachers/advisors to be focused on those days. On other Sundays, all youth not in OWL will be invited to attend the worship service with the adult worshippers.

Several, but not all, of our UUSS teens go to district-wide Youth "Cons" (for senior high) and Middle School UU Gatherings (MUUGs), held at different church campuses, including ours, during the year.

At the First Unitarian Church of Oakland on October 1, I will attend the District-wide Pot of Gold conference, organized yearly by the Liberal Religious Educators Association. Keynote speaker is the [Rev. Dr. Mark Morrison-Reed](#). All welcome to register.

The all-ages UUSS Camp in August was a big success, thanks to high attendance, very good organization, shared leadership among reliable volunteers, and a lovely setting. Thanks to Christopher Jensen and his Ambassadors. I was there the whole weekend and hence was able to connect with adults and kids, both new and longtime UUs, plus the friends of some members. Keith Atwater led songs around the campfire two nights and led a brief worship Sunday morning, and I participated.

Holiday Party: I am hoping to recruit some folks to help us resume the tradition of a potluck dinner or at least potluck dessert, plus craft making for taking home decorations and artwork, plus Christmas music. It likely will be Friday or Saturday, December 1 or 2, but we don't have a team yet.

Guest Preachers

I invited and Lucy will be hosting the Hon. Deborah Ortiz to preach August 27; she is CEO of Opening Doors, which is our Community Partner this month; new member Kim Marta, M.D., will speak also about how she is called to work with and lead our Refugee Support team. I have booked the Rev. Emese Bodor to speak October 1. She is a minister and educator in the Unitarian Church in Transylvania.

UUSS Governance, Finances and Long-Range Planning

Thank you so much for the Board retreat last Saturday, and to Margaret for hosting it and leading it. So glad to be serving with all of you this year. I'm glad Carl Crain is serving as liaison to the Nominating Committee, and am confident he will make sure the committee informs potential volunteers as much as possible about the nature and expectations of the leadership roles for which they are being recruited. It did a good job this past year of recruiting talented and committed nominees. You all are a nice team of Trustees. PS—I've posted Margaret's list of important UUSS meetings on [your Board page](#) on uuss.org.

I've enjoyed the energy of the Long-Range Planning Committee meetings and the conversations between us and our UUA Regional Staff, the Rev. Sarah Schurr (our UUA liaison) and the Rev. Tandi Rogers (who will be facilitating the Strategic Planning Day on October 28. I'm grateful to Margaret for chairing and Carl Gardner for being Board Liaison. Our theme? "Force for the Future!"

What great news that Sacramento County has refunded much of the higher property tax bill from the past fiscal year. And what a great impression our 2016-17 income and expense report gives of a year of generosity and congregational vitality in service of our mission. Thank you to so many!

I'm glad that Margaret Wilcox and a few others from the Board have read or begun reading *Governance and Ministry*, by [the Rev. Dan Hotchkiss](#). I have copies of the first edition and the new edition to lend.

FRST, Fund Raising Strategy Team, did not meet in August, but I'll attend the September meeting. I'm glad Sally White is our liaison for Stewardship and we do need a Pledge Drive chair or two. I'm glad Kathy Bernard is Board liaison for FRST, and glad that she and Victoria Owens will again be part of the Spring Auction, for which I have asked the Office to put as "soft hold" on our main building for **April 21**.

While I cannot take credit for all, and do not supervise most, of our staffers, I continue to be amazed by their talent, grace, initiative, and service-oriented approach with our congregants. In particular, it's been great to return to UUSS and have Krystal Gollaher offering her administrative gifts to us all.

Program Council

I'm glad that Victoria Owens is our Liaison to Program Council. ~I was at the August meeting and can report that the Council approved the application of the Interfaith Earth Justice team to be a committee of the church; it includes talented members, some of them quite new to UUSS. ~The Council also approved, endorsed and celebrated Rev. Martha Hodges's concept and initial plans for a program of *Neighborhood Groups* of members, friends and families throughout our far-flung UUSS area; there is growing interest among some volunteers to be part of this program (Martha is not wishing to operate it once it's up and running). ~The Council has become aware of a need for a review of policies, procedures and expectations for the handling of monies donated for activity groups or programs in the church. We have many new groups, not all of which have a Program Council budget or need one. The Council has sought the Finance Committee's recommendation about the consistent handling of donations or other group income and the reimbursement of group expenses using UUSS forms and the service of our UUSS Bookkeeper. The Council will inform all groups of the recommended practice in the near future.

Absence

I will be on vacation and study leave soon. I depart Sunday, August 27, for Indiana and New England. I return Thursday, September 7, in time to host my Ice Cream Social, one of my Spring Auction donations.

Assistant Minister's Report for Board of Trustees Meeting of August 2017

I had a wonderful month away in July with trips to Santa Barbara for a UU silent retreat and to Washington D.C. for the UU Musicians' Network conference. Plus, time visiting friends and family, eating, sleeping and reading. It was great to have some down time after the busy year of Roger's sabbatical.

August marks the beginning of my fifth year with you and my third year full-time. I am grateful to serve this wonderful congregation and look forward to the coming church year. .

Staff Leadership and Committee Support

The office is functioning well under Krystal's leadership. I have received a lot of positive feedback about her. She has impressed me with her intelligence, kindness and work ethic. The custodial staff have really stepped up with her guidance. Elaine is doing well and taking on new tasks. Michele has finally dug herself out from being away for three weeks in May/June, and we are caught up on the financial matters. It is going to be a good year for staff.

We have leased a new copier with color capability. APMT will be discussing a policy for use of color at their meeting this week. Our rental business is quite robust, despite losing Event Architects, which went out of business. I am confident that we will make our rental budget this year, despite losing their business. Credit the finance committee for their conservative estimates of rental income.

Congregational Support

Roger and I offered a session of Meaning of Membership on August 6th and welcomed 8 new members to the congregation. We will formally welcome them on Sunday October 22. Newcomer number continue to be robust, and Sunday attendance is picking up as summer comes to a close.

We have begun the recruitment process for the 2017-18 Spiritual Deepening Circles and recruited facilitators for seven circles. Seven of the 14 facilitators are new. The monthly circle facilitators meeting also includes leadership development – I am excited about the composition of this year's group. This will be the fourth year of the program. You should consider joining a circle this year. They start in October.

Social Justice program and Interfaith work continue to be a big part of my portfolio. I arranged a meeting of all our social justice group leaders to coordinate our activities and keep each other informed. I hope to make this a twice a year event. Program Council liaisons are participating as well. Dirk has made some changes to the website to coordinate our presentation of the various social justice events.

Our interfaith efforts with ACT (Area Congregations Together) are starting to take root. We are involved in the newly forming Environment Justice committee through ACT. Several UUSS folks are participating in a forum on homelessness on Wednesday 8/23, and at least two of these members will serve on the committee going forward. ACT is sending me to a clergy training event in October, where I will learn more about doing this important justice work.

The First Thursday Social Justice Movie Night will continue in 2017-18 with the movies being chosen and presented by our various social justice groups. I am so glad this program will continue into the new year.

Worship and Teaching

I led the all ages Harvest service on 8/6 and preached on 8/13 to 200 people, while 100 others were at camp! What a big Sunday. I also taught the Exploring UU Class to 12 newcomers and old timers on 8/20.

Rev Lucy Bunch, Assistant Minister, UUSS

To: Board of Trustees

From: Denis Edgren on behalf of Finance Committee

Date: July 27, 2017

Re: Proposed change to Policy Governing Management of UUSS Capital Outlay Fund, submitted for Board review and approval.

Background - The UUSS Board of Trustees believes oversight for major expenditures from Capital Outlay is prudent and warranted, especially when there are potential multiple expenditures, so that the Board may provide input and approval on setting those priorities.

Current language of the Policy Governing Management of UUSS Capital Outlay Fund:

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.

Suggest the following edit (significant changes in bold) to the policy -

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. **Projects less than \$10,000 may be approved by** a majority of the members of the Administration and Property Management Team (APMT), or successor entity. **Expenditures from the fund of \$10,000 or more shall be submitted to the Board of Trustees for approval. In all cases,** expenditures from the fund are reported to the Board of Trustees.