

UUSS BOARD OF TRUSTEES MEETING

July 27, 2017

MINUTES

Meeting convened at 7:03 pm.

Present: Margaret Wilcox, Roger Olson, Gordon Gerwig, Kathy Bernard, Carl Crain, Roger Jones, Victoria Owens

Absent: Denis Edgren, Carl Gardner, Sally White, Lucy Bunch

Consent Agenda

- Approved without comment
 - Minutes from June BOT meeting
 - Appointment of Tamara Olson to Program Council

Treasurer's report

- Orientation to Budget
 - FY2018 budget drafted by Treasurer and Finance Committee in consultation with Assistant Minister
 - 2% reduction in expected pledge income is allowance for bad debt
 - Building Use
 - UUSS event planning contractor, Event Architects, not returning calls
 - FY2017 income still significantly exceeded budget
 - Plate offerings expected to increase significantly over FY2017
 - Received \$9,000 property tax rebate
 - Adult RE and Theater One both had decreases in program revenue
 - Please income 72% of total revenue
 - Trying to achieve UUA recommendations for salaries - UUSS raised from a category 4 to a category 5 church, which increased recommended minimums
 - Utilities have increased with the larger building
 - Original loan amount was \$568,500 at 5.25%. Interest to adjust every two years. Balance at end of July 2017 is approximately \$508,500.
- Best budget news: No transfer from surplus included in FY2018 budget!
- May, June 2017/Final FY2017 actual figures not yet available

Long Range Planning

- Previous strategic plan on UUSS website
- Team working on new long range strategic plan:
 - Survey of congregation
 - Congregational Retreat
 - Held in Welcome Hall 10/28/17, 10am - 3 pm
 - Led by team from District
 - Summary of Key Issues
 - Listening sessions - leaders of sessions will be trained
 - Tighten up goals

- Write Strategic Plan
- Congregation will be kept informed throughout process
- Final plan will come before BOT and before the congregation for approval and adoption
 - Aiming for May 2018 meeting

Administration & Property Management Team (A&PMT)

- Fence Task Force report in Dropbox
- Many competing priorities - fence, patio cover, parking (lighting), landscaping
- Need more information on other priorities before going ahead with fence
- Need \$ estimate for the fence
- Margaret to send email to APMT, Lucy & Krystal with thanks for the Fence Task Force.
 - Letter to include statement that BOT discussed priorities and feels it needs more information before making a decision about the recommendation from the Fence Task Force.

Fundraising Strategy Team (FRST)

- Discuss policies from FRST at August BOT meeting
- Which policies should the BOT approve, and which are internal to FRST?
- Was 2015 change to FRST charge approved? Not on website
 - Victoria to search minutes for approval of change to charge
 - Will discuss at Executive Committee and send out to BOT in advance of meeting for review

Program Council

- Members:
 - Two continuing members: Deirdre Downes (chair) and Linda Roth; Patty Budding, Marian Ashe elected; and Tamara Olson appointed
- Discussion on increasing the number of times lunch is available after church, and having Program Council schedule Newcomer events on Sundays
- Letter from Denis on change to policy governing management of UUSS Capital Outlay Fund
 - As of 4/14/2017, \$84,944 in Capital Outlay Fund and \$42,00 in Heritage Fund
 - Policy change discussed with APMT - language changes are theirs
 - Motion to approve - Moved by Victoria Owens, second by Gordon Gerwig
 - Unanimous approval

Minister Reports

- See dates listed on written report
- Discussion of calling Lucy Bunch as Associate Minister
 - Vote to call requires 35% of members for quorum, 90% approval
 - Probably compensation increase of \$15,000 per UUA guidelines

- Can call minister before funds found for compensation increase
- BOT needs to appoint a Task Force
- Discussion of Emeritus Minister position

Report from General Assembly

- Susan Gray elected
- Conversations about
 - Changing phrasing of worth and dignity principal to say “being” rather than “person”
 - Change references to he/she to something less binary
 - Changing schedule for GA to every other year

Board business

- Review of dates on Roger’s report
- Report on recruitment for Youth Trustee
- BOT documents can be sent in Word format
- BOT meetings in November and December will be **November 30 and December 21**
 - Will need a different room for the December 21 meeting - Victoria to contact office
- Focus of Board Retreat: “What do we want BOT to be?” (in cooperation with Long Range Plan)

Adjournment

- Moved: Kathy Bernard
- Seconded: Victoria Owens

Approved policy changes in red

UUSS Treasurer's Report – June 2017
August 24, 2017

A. June 30, 2017 Income and Expense Statement

1 – Actual Income = \$48,002. **Budgeted Income** = \$55,150. Actual income was \$7,148 less than projected. Pledge income was \$2,136 less than budgeted.

YTD income* = \$685,601; YTD budgeted income = \$646,000. Income is 106% of budgeted.

* Includes \$20,000 of building funds.

2 – Expenses = \$53,543. **Budgeted** = \$49,555. Actual expenses were \$3,988 more than projected.

Property taxes were \$5,262 more than budgeted YTD.

Utilities were \$549 more than budgeted; YTD \$6,204 more than budgeted.

YTD expenses = \$670,248; YTD budgeted expenses = \$631,351. Expenses are 106% of budgeted.

3 –Net Income = negative \$6,664 . Budgeted net income was positive \$4,537.

YTD Property Use Revenue was \$21,206 more than budgeted and YTD Pledge revenue was

\$5,743 more than budgeted. YTD non-pledged contributions & plate \$14,064 more than budgeted.

4 – Fiscal YTD: UUSS has a surplus of \$3,546; budget projection of a \$1,949 surplus.

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 \$128,331 —we are budgeted to spend an average of \$52,613 each month.

C. Pledge Income Report: June receipts = \$36,664; Budget = \$38,800.

YTD pledge receipts = **\$471,343**; YTD budget = **\$465,600**. Pledge receipts are 101% of budgeted.

D. Finance Committee Update:

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

E. June 30, 2017 Balance Sheet (Total Assets: \$418,715 +\$5,631).

Oper. Fund (01): \$128,331 + \$22,291 (Reserve Fund \$55,742 ; cur. liabilities \$35,300, +\$4,806; Cash Flow Reserves \$35,300, +\$15,219).

Temp. Restricted Fund (02): \$41,010 (Betty Ch'maj, \$33,448).

Endowment Trust (03): \$86,066 , +\$2,193.

Property and Equipment Fund (04): \$117,207 (Capital Outlay \$71,554; Heritage Fund \$45,653).

Building Fund (05): \$46,102 (Building Fund \$41,046. -\$4,828; Cap Campaign Support Fund \$5,056).

Five Star Bank loan: \$509,701, -\$2,477 (\$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 August 9th and reviewed the June 2017 numbers. There were no May 2017 numbers as our Bookkeeper was on vacation and the Treasurer was at General Assembly.
2. County revoked our tax exemption, which temporarily created an additional \$13,700/year expense. The County did a "field summary" in January which resulted in a rebate of \$9,266 in June. As noted above, thus resulted in property taxes that were \$5,262 higher than the budgeted \$4,400.

Senior Minister's Report to the Board of Trustees

July 27, 2017

Dates to Remember

Our Board of Trustees Retreat: Saturday, August 19, 2017

UUSS Strategic Long-Range Planning Retreat: Sat., October 28, 2017, here

Board Development Day (area UU congregations): Sat., January 27, 2018, here

UUA Regional Assembly (every 3-4 years): Friday-Sunday, April 27-29, 2018, Portland, Oregon

UUA General Assembly (yearly): Wednesday-Sunday, June 20-24, 2018, Kansas City, Missouri

Welcome Back

- To me! It's been great to be here since May 31 and to experience the love, energy, creativity and generosity of this congregation. Thank you for the sabbatical time away. Thank you to Rev. Lucy for her extra efforts, creative talents, courage and grace as the only ordained minister here. I love the new people (adults of all generations and many kids), new programs, new building users, and new paint job on the Education Building.
- My dissertation is at www.uuss.org under "About Us—UUSS History."

Membership and Connections

- Rev. Lucy and I will lead the Meaning of Membership with the hosting efforts of the Membership Committee (light lunch) after service Sunday, August 6. We do this program three times a year, inviting folks who have asked about joining or have attended a few of the 3rd Sunday "Exploring UUism" classes or the 4th Sunday "Newcomers' Orientation & Campus Tour."
- Thanks to the Trustees and Program Council members who attended the Orientations and/or the "Exploring UUism" classes recently. Your presence is always gratifying!
- [Unigram](#) for August is in everyone's email in-box; paper copy (mailed on request) arrives in mail boxes Friday. I hope our lay leaders take some time to look through it.

Fellowship and Fun

- All-Ages Church Camp at Camp Norge in Alta is FULL UP! August 11-13, 2018.
- All-Ages Talent Show Saturday, August 26, at UUSS. Sign-up to begin soon.
- All-Ages Prom event hosted by our Gen Y activity group October 7!
- Holiday Party (crafts, dessert potluck, music, crafts) hoped for... Sunday night, Dec. 3?

Program Council

- Met with three new members and two continuing ones plus Trustee Denis Edgren & me. Discussed liaison appointments to activity groups & committees. Discussed ministers' ideas for increasing the number of Sundays at which we'd have some kind of lunch for folks to stay.

Denominational

- I was an active clergy delegate at the UUA General Assembly in New Orleans, connecting with our delegates and other UUSS attendees and working hard for the election of Susan Frederick-Gray as the 9th President of the UUA. She gives us thanks for being one of the first congregations where she preached in her campaign and where we hosted a fundraising reception in the Central Valley (August 2016). It was a very good GA, graciously run meetings and events even with the recent stress of April resignations of the former top three staffers of the UUA, the resignation of the Executive Director of the UU Ministers' Association, and the resignation and later death of former UUA Moderator (and chair of UUA Board) Jim Key.
- Stay abreast of UUA news at our denomination's online magazine link: www.uuworld.org
- Margaret Wilcox and I have been in touch with our UUA Western Region staff lead for UUSS to host a Board Development Day for all neighboring UU congregations: Jan. 27, 2018.
- Rev. Lucy co-led a successful UU silent spiritual retreat in Southern CA recently, leading with other ministers (and two UUSS members attending). She and Music Director Keith Atwater are now at the UU Musicians Network annual conference in Arlington, VA. 2018 in Portland, OR!
- We will host a Pacific Central District MUUGs Retreat (middle school youth) Jan. 12-14, 2018

Congregational Ministry

- I hope you have a chance to read my column in the August Unigram about the ministry milestones; I start my 10th year serving UUSS in August and Lucy starts her 5th year!
- I want to propose to you a process congregation to engage in discernment and fruitful discussions leading to a vote by members on calling Rev. Lucy Bunch as associate minister this fiscal year. This is a major commitment of the congregation and the minister.
- I want to propose to you a process for informing the congregation, promoting discussion, and having a vote to grant the status of Emeritus Minister to Rev. Doug Kraft, perhaps October 22. First steps are for me to approach Doug to make sure he's interested in this, and then to have a facilitated conversation to develop a covenant between us as settled and emeritus colleagues.

Yours in faith,

Roger

Rev. Dr. Roger Jones

Board Report of July 27, 2017

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.