

## UUSS BOARD OF TRUSTEES MEETING

December 21, 2017 7:00 - 9:30pm

### MINUTES

Present: Kathy Bernard, Carl Crain, Denis Edgren, Carl Gardner, Gordon Gerwig, Roger Olson, Victoria Owens, Sally White

Staff Present: Roger Jones, Lucy Bunch

Excused: Margaret Wilcox

Meeting convened at 7:07pm by Vice President Denis Edgren  
No guests attended

Chalice Lighting and Centering - Roger Olson

Consent Agenda - November minutes approved without comment

Governance & Leadership Discussion - Denis Edgren

- "What is the role of the Board of Trustees?"
  - Focus on long range planning
  - Delegate day to day decisions
  - Exercise effective oversight
- "Why do you want to be on the Board of Trustees?"
  - Financial stewardship
  - Interested in how things work
  - Get to know people
  - Understand the role of BOT
- As BOT members, primary responsibility to:
  - Congregation
  - UUA
  - Mission
  - Serve congregation
  - Fiduciary of interests of church and spirit of the congregation
  - Help to live out the mission of the congregation
  - Represent positions of the BOT to the congregation
  - Conduit between BOT and congregation
  - Representative of members of the congregation to BOT
- Per Dan Hotchkiss:
  - BOT is fiduciary for true owners of church
  - Core responsibility of BOT is to ensure the congregation lives out its mission

Nominating Committee Charter

- Nominating Committee has no charter
- Article X Section 3, Number 1: Each standing committee must have charter approved by either the BOT or the Program Council
  - Committee responsible to make charter?
  - May change after review of Constitution
- Put on consent agenda for January meeting

- Consent agenda, so BOT can acknowledge that Nominating Committee has submitted its charter

#### Treasurer's report - see report attached to minutes

- Continue to make more and spend more than budget
- Building Rentals
  - Booking spreadsheet shows we are \$6,000 below where we should be by now
  - Have \$14,000 additional in bookings through June
  - Listed on weddingspot.com as of 12/22 (no charge)
  - Looking to add photos and add to other wedding websites
  - Looking at other organizations similar to Event Architects
    - Sally has written to three
    - Need to pay to be listed on event coordinators websites - charges vary
    - Event Architects was unusual deal. No others giving the same deal
  - Krystal will look at deals where we provide space and others cater
  - Prices may need to be tweaked
  - May have a contact with Bella Bru
- New budget cycle
  - Kitchen Committee submitting a request
- What are the Board's budget goals? Think about what we want to fund in FY2019
  - UUSS has 350 pledge units - classified as a large congregation (on the small side - we are a small large congregation)
  - Music
    - Keith is still teaching at ARC - 25% time for Music Director is still fine
    - Music expenses part of program council budget - possibly should separate out
    - Music Director professional expenses are not part of music expenses
  - Assistant Minister
    - Lucy has been Assistant Minister for five years
    - Her salary is not competitive - it would be hard to replace her at that salary
    - BOT can make a budget commitment to increase her base salary
      - Would make it easier to call her as Assoc Minister
      - Having second called minister could be an objective in the Strategic Plan
- Per Program Council, budgets for all committees will be in by next month

#### Long Range Planning

- Drafted four goals and two objectives per goal
- Will be discussed and modified during listening sessions
- Draft Strategic Plan is very solid right now
- BOT members encouraged to go to a listening session

## Review of Constitution and Bylaws - Review of Articles II, III, V and VI of the Constitution

- Article II
  - Add Mission Values & Covenant
    - Process to adopt is ad hoc
    - If add to Constitution, would need vote to revise constitution to change them
    - If put as addendum, have to keep up
    - Add sentence to say use the most current version of mission, values and covenant
  - Bond of Union
    - No longer used
  - Roger Olson and Denis will rewrite Article II and add Mission Values and Covenant and delete Bond of Union
- Article III
  - Change to Pacific Western District-UUA
- Article V
  - Change to chair of Communication Facilitation Committee
    - No longer needed- UUSS operates differently and with more transparency now
    - Colene will run for re-election with the understanding that if the congregation approves the changes to the constitution, the post will be eliminated
  - Keep quorum at 20%
- Article VI
  - Section 1 - change to Nominating Committee
    - Go back to Eric to see if Nominating Committee should choose the chair, if that position should be elected
    - Change to two-year terms
      - Four members end terms in even years, three members end terms in odd years
      - Serve no more than two terms
      - Change makes it consistent with Board officers
  - Section 3 - needs more work from Denis and Roger Olson before BOT reviews further

## Committee Substantive Issues

- Stewardship
  - Coming together
  - Susan Lange stepped down as co-chair, but remains on the team
  - Susan replaced as co-chair by Bobbie Keill
  - Pledge drive kicks off 2/25
- APMT
  - Permits came through - contractor starts on lights 12/22
  - Wiring fix and replacing lights - final price is about \$63,785
- FRST/Auction
  - Activities of Stewardship, Auction and Sesquicentennial gifts are all coordinated in spreadsheet
  - Publicity timing all worked out
  - Advance sesquicentennial gifts are \$34,000

- Sesquicentennial will go dormant by the end of January, three weeks later Auction publicity starts, Stewardship kickoff on Feb 25
- Auction co-chair Linda Buckley

### Minister Reports

- Roger Jones
  - Teaching at Starr King Monday mornings through April starting 1/29
  - Conference in Tampa starting 1/21

### Board business

- Make Chili for 1/21 - enough for 12
- Reminder of Dates:
  - Chili Sunday - 01/21, Margaret
  - Board Development Day -01/27/2018, UUSS
  - Congregational Meetings -5/20/18, 10/21/18
  - UUA Regional Assembly - 4/27-29/18, Portland, OR
  - UUA General Assembly - 6/20-24/18, Kansas City, MO
- Next meetings
  - Executive Committee - 01/08 at 5:45
  - Board Meeting - 01/25 at 7:00 pm
    - i. Minutes - Sally
    - ii. Opening/closing - Carl Gardner
    - iii. Leadership topic - Carl Gardner

### Closing - Roger Olson

### Adjournment

- Motion: Sally
- Second: Gordon

## UUSS Treasurer's Report – November 2017 December 21, 2017

### A. November 30, 2017 Income and Expense Statement

**1 – Actual Income = \$56,718; Budgeted Income = \$54,842.** Actual income was \$1,877 more than projected. Pledge income was \$4,945 more than budgeted.

YTD income = \$293,863; YTD budgeted income = \$273,208. Income is 108% of budgeted.

**2 – Expenses = \$55,614. Budgeted = \$53,465.** Actual expenses were \$2,148 more than projected.

Utilities were \$495 more than budgeted; YTD \$2,053 more than budgeted.

YTD expenses = \$286,537; YTD budgeted expenses = \$278,007. Expenses are 103% of budgeted.

**3 – Net Income = negative \$192.** Budgeted net income was positive \$346.

YTD Property Use Revenue was \$5,900 less than budgeted and YTD Pledge revenue was \$22,169 more than budgeted. YTD non-pledged contributions & plate \$3,604 less than budgeted.

**4 – Fiscal YTD:** UUSS has a surplus of \$1,335; budget projection of a \$9,949 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 \$124,353 —we are budgeted to spend an average of \$58,408 each month.

### C. Pledge Income Report: November receipts = \$47,004; Budget = \$42,058.

YTD pledge receipts = **\$232,460**; YTD budget = **\$210,292**. Pledge receipts are 111% of budgeted.

### D. Finance Committee Update:

Finance Committee received financial reports via email on December 11<sup>th</sup>.

### E. November 30, 2017 Balance Sheet (Total Assets: \$744,688, -\$1,176).

**Oper. Fund (01):** \$124,353, – \$546 (Reserve Fund \$56,333; current liabilities \$28,681; Cash Flow Reserves \$38,923).

**Temp. Restricted Fund (02):** \$106,437 (Heritage Fund \$62,963, Betty Ch'maj, \$36,651, misc. \$6,818).

**Endowment Trust (03):** \$401,357, –\$1,409. Loan is both an asset and liability.

**Property and Equipment Fund (04):** \$72,910 (Capital Outlay \$72,910).

**Building Fund (05):** \$39,631 (Building Fund \$34,574; Cap Campaign Support Fund \$5,056).

**Five Star Bank loan:** \$503,709, –\$1,297 (\$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 December 13<sup>th</sup> and reviewed the November 2017 numbers.
2. Building Rentals: Through November 2017 we have \$19,101 in building rentals. We have an additional \$14,301 booked through June 2018 for a total of \$33,401. Annual budget specifies building rentals at \$60,000. We are about \$5,900 short of where we should be at this point. APMT has been asked to address this situation.
3. Program Council will submit budget numbers in January, as will APMT and the Kitchen Committee. We will need input from the Board on goals to be funded for 2018-19.