

UUSS BOARD OF TRUSTEES MEETING
January 25, 2018 7:00 - 9:30pm
MINUTES

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

Meeting convened at 7 p.m. by President Margaret Wilcox.
Guest: Janet Lopes, Stewardship Committee was present

Chalice Lighting and Centering: Carl Gardner

Consent Agenda: December minutes approved without comment
Nominating Committee Charter without comment
Sesquicentennial Proclamation without comment

Stewardship Committee, Janet Lopes

Theme: Powering our Commitment to Love, Justice, and Healing

Pledge goal: \$550K (Current plus 5% = \$525K, New Members = \$12K, then round up)

Kick-off Sunday, February 25th Video, cake, pledge table

Letters will go out on February 23rd with the hope they receive them on the 26th/27th

Explained pledge commitments and changes: 1 letter this year instead of 4 letters (out to congregation)

Asked for our monetary goal, other goals - need from the BOT

Have leadership, including BOT, to complete pledge forms before kick-off date. Janet will come back at the

next meeting to obtain our pledges.

There is an effort to enable payments online, but not available right now.

Brochure, Mailing, Video, Website

Governance & Leadership Discussion: Carl Gardner

- Chapter 2, Governance/Ministry in interesting times. Changes affecting religious life and churches
- Big Three - Catholic, Protestant, Judaism
- Four Challenges
 - De-emphasis of religion in the broader culture
 - Declining social expectation that a person attends or belongs to a religion
 - Church in your hometown declining

- Many denominations from which to choose
- Dominance of paid employment
 - Increased demand on everyone's time
 - Affects the ability to volunteer (particularly women who are now in the workforce)
 - Work culture - expectations of how organizations should run, ability to assume leadership, more vocalization of organizational issues
- Growth of shopping attitude
 - More shelves to fulfill spiritual needs
 - Try to find the best fit
- Tension over clergy
 - Clergy are faced with high expectations of congregants and vice versa
 - Limitations on authority - congregants express agreement or disagreement and Clergy take the option to move on when necessary.

Margaret introduced the idea that in our favor might be the reduction of an expectation that we will attend the same church as our parents....an opening to UU which invites shoppers to our door. Sally talked about the de-emphasis of religion in the broader culture as we have open hearts and open doors to many diverse beliefs. Roger added that folks can leave their traditions and build their own theology practice. Carl speculated on what percentage of folks come without having been involved in a formal religion before and how that translates to membership here. What challenge does this bring to UU? Are we doing a good job of letting the community know we are here. Is membership still relevant?

Treasurer's Report: Gordon Gerwig (see report attached to minutes)

- Property tax issues
- Behind in booking rentals - about \$26K in first 6 months
- Ideas for next year
 - Audit for financial services
 - None done in at least 10 years
 - Good idea to conduct a SWOT analysis (strengths, weaknesses, opportunities, threats)
 - Check on financial practices in us
 - Need to add into next year's budget
 - Raising compensation for staff (1%)
 - Long term debt reduction - pay down bank loans
 - Fully fund the capital outlay
 - APMT, Roger Olson
 - Projected budget, increase of about 15%
 - Biggest increase is for grounds
 - Irrigation issues
 - Plants

- Shed broken into again and better lock system has been procured
- Heating and Air Conditioning
 - Bid received for maintaining rather than service calls

Long Range Planning: Carl Gardner

- Goals and Objectives should be prepared by February 25th
- Listening sessions have produced positive results

Review of Constitution and Bylaws: Review of VII, IX, X, XI Denis and Roger

Article VII, Section 3:1,(President) Deleted, “beginning in 2013 with a majority of the votes cast.

Section 4:1, (Vice President) Changed verbiage to read, “...May semi-annual meeting in even-numbered years.”

deleted “each year, and then in even numbered years beginning in 2014 with a majority of the votes cast”

4.2, Deleted, “...of one year until 2014, and”

Section 5: Discussion surrounded the role of the Acting versus Assistant Secretary and their voting rights.

5:1, Deleted, “... beginning in 2013 with a majority of the votes cast.”

5:2, Deleted, “The Secretary elected in 2012 shall serve for a term of one year.

Added, “The President may appoint a member of the Society to serve as an Assistant Secretary. The Assistant Secretary shall perform duties as specified by the Secretary. The Assistant Secretary shall serve as Acting Secretary in the absence of the Secretary. The Assistant Secretary shall not have a vote on the Board of Trustees.”

Section 6.6, Deleted, “...serve as Acting Treasurer in the absence of the Treasurer, but shall”

Section 7.2, (Members-at-Large), Deleted, “Follow

Section 8.1, (Youth Member) Added, If the high school youth group does not nominate a youth member, the Nominating Committee is responsible for selecting a candidate. If the Nominating Committee fails to nominate a youth member, the Board may select one.

Section 11.5, Deleted, “...in a public place, and be made available in the church office as soon as possible after every meeting.”

Article IX The Ministers

Section 1.3, Changed, “Minister” to read, “Minister(s)”

1.4, deleted, “senior”

Changed, “minister” to read “minister(s)
Section 3, Added, “....recommended by the Board of Trustees and approved by the members”

Note: Consider establishing a Conflict Resolution Committee

APMC will be developing a disaster recovery response process.

- Would like the Board to appoint a task force to develop this idea.
Names talked about: John McMillan, Chuck Pullen, Denis Edgrin

Article X Committees

Section 1.1, Deleted, “...Communication Facilitation, and Ministry”
Added, “and the Administrative Property Management Committee”

Section 2.3, Change to read, “The Board of Trustees may from time to time establish ad hoc task forces or teams, which should be limited in term or scope and serve at the pleasure of the Board.”

Section 3.1, Changed to read, “ Each standing committee shall have a charter approved by the Board of Trustees, which may review charters annually.

3.2, Deleted

Section 4.1, Changed to read: “Chairs of all committees shall be selected by the members of their respective committees and shall be members of the Society. Chairs of the Nominating Committee shall be members of the Society and shall be elected to the Society.”

4.1.1, Deleted, ..”except the Ministry and Communication Facilitation committees which shall consist of society members only”

4.1.1.1, Deleted, “...or election”....or re-elected”

Article XI Sub-organizations

Section 2.1, (Formation/Recognition/Revocation) Changed to read, “The Program Council shall recognize suborganizations and exercise general oversight of them.

Section 2.1.1, eliminated the number on the outline

Section 2.1.1.1 Changed to read, “The Program Council may suspend recognition at any time.

Section 3, (Privileges) Changed to read, “Recognized suborganizations may represent themselves as affiliates of the society.

Committee Substantive Issues:

- FRST/Auction:
- APMT: Roger O. Other funds
 - Capital Outlay
 - Building Fund
 - Money raised so far is \$107K for the patio and light upgrade.
- Stewardship: (provided earlier with Janet Lope’s visit)
 - Discussion included bringing the staff and ministers up to the recommended levels for our size.

- Move Lucy to Associate Minister
- Based on Congregation input, there are three goals
 - Implement FTP
 - Reduce our Long Term Debt to 5-Star Bank
 - Increase custodial staffing

Minister Reports:

- Roger: All BOT members received via email.
- Lucy:
 - Very excited about all the Interfaith Work going on
 - She conducted the Prayer at the Legislative opening. Our name is now on record.

Board Business:

- Soup Sunday, February 18, Sally Leads
- Letter from Maxine Cornwall regarding the move to two services. Move to next meeting
- UUA Regional Assembly - 4/27 - 29, Portland, OR
 - Margaret and Kathy are going.
 - Delegates: How to get Margaret and Kathy appointed. Lucy will look into this
 - Scholarships: Think there is \$150 available from the Board. No others found
- UUA General Assembly -6/20-24, Kansas City, MO

Closing: Carl Gardner

UUSS Treasurer's Report – December 2017 January 25, 2018

A. December 31, 2017 Income and Expense Statement

1 – Actual Income = \$69,551; Budgeted Income = \$58,592. Actual income was \$10,959 more than projected. Pledge income was \$10,068 more than budgeted.

YTD income = \$363,414; YTD budgeted income = \$331,800. Income is 110% of budgeted.

2 – Expenses = \$65,539. Budgeted = \$60,346. Actual expenses were \$5,193 more than projected.

Utilities were \$527 less than budgeted; YTD \$791 more than budgeted.

YTD expenses = \$351,341; YTD budgeted expenses = \$338,353. Expenses are 104% of budgeted.

3 – Net Income = positive \$2,929. Budgeted net income was negative \$2,785.

YTD Property Use Revenue was \$3,525 less than budgeted and YTD Pledge revenue was \$32,236 more than budgeted. YTD non-pledged contributions & plate \$1,441 less than budgeted.

4 – Fiscal YTD: UUSS has a surplus of \$4,999; budget projection of a \$12,734 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 \$130,546 —we are budgeted to spend an average of \$58,408 each month.

C. Pledge Income Report: December receipts = \$52,126; Budget = \$42,058.

YTD pledge receipts = **\$284,586**; YTD budget = **\$252,350**. Pledge receipts are 113% of budgeted.

D. Finance Committee Update:

Finance Committee received financial reports via email on January 11th.

E. December 31, 2017 Balance Sheet (Total Assets: \$800,402, +\$55,714).

Oper. Fund (01): \$130,546, +\$6,193 (Reserve Fund \$56,771; current liabilities \$30,687, +\$2,007; Cash Flow Reserves \$42,588, +\$3,665).

Temp. Restricted Fund (02): \$114,558 (Heritage Fund \$69,807, Betty Ch'maj, \$36,882, misc. \$7,422).

Endowment Trust (03): \$402,844, +\$1,487. Loan is both an asset and liability.

Property and Equipment Fund (04): \$73,182 (Capital Outlay \$73,182).

Building Fund (05): \$79,272 (Building Fund \$74,221 +\$39,647; Cap Campaign Support Fund \$5,056).

Five Star Bank loan: \$502,627, -\$1,082 (\$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 did not meet on January 11th but did an email review of the December numbers.
2. Building Rentals: Through December 2017 we have \$26,475 We have \$21,364 in booked rentals through June 2018. \$60,000 was budgeted for the 2017-18 fiscal year, so YTD behind \$3,525.
3. Possible Board priorities for next year's budget:
 - a. Friendly audit (financial practices review): \$3,000 - \$5,000
 - b. Staff compensation (it costs \$10,000 in aggregate per every 1% raise)
 - c. Long-term debt reduction (paydown of amount owed Five Star Bank)
 - d. Fully funded Capital Outlay (2% of budget) & Reserve funds

Senior Minister's Report -- Board of Trustees Meeting – January 25, 2018

Greetings

Greetings from Tampa Bay, where I am at the UU Ministers Association Institute for Excellence in Ministry. I return late Friday, in time for Saturday's Board Development Day. This has been an excellent continuing education conference. I took the workshop track on planning multi-sensory worship services with the Tahoe-based ritual artist, Dr. Marcia McFee; both Rev. Lucy and Keith Atwater have learned from Dr. McFee, so I am happy to be on the same page with them now in creating worship. All the services have been excellent here, and I've deeply enjoyed participating in the choir here with the amazing Dr. Glen Thomas Rideout, from Ann Arbor.

I've enjoyed connecting again with our ministerial intern from last year, D. Scott Cooper, who is here with his partner. One of his ministers told me Scott has spoken often with praise for his internship experience at UUSS, and has done a great job providing sabbatical coverage in Dallas.

The President of the UUA, the Rev. Susan Frederick Gray, addressed us yesterday and took our questions. Her term started July 1. The ministers here appreciate her leadership and warmth.

Staff and Committee/Activity Group Support

Since meeting with you in December I have met or conferred with: Religious Services Committee, Committee on Ministry, Board of Trustees, the Board's Executive Ctte, Program Council, Program Council chairperson, Force for the Future Strategic Planning Team (including a wonderful training for our Listening Session Facilitators), FRST, the 150th Anniversary Gifts chairperson (Tina Stidman), the 150th Anniversary Celebrations task force, Assistant Minister (plus meetings with her and the Music Director), and RE Coordinator.

Religious Education Programs

*Parents of junior high and senior high youth meet one or two Sunday mornings a month before church. *Miranda Massa and I have looked at a large list of youth who would be in grades 9, 10, and 11 next year and hence eligible for the Coming of Age program, which typically takes place 10 times during the year with my involvement and not during RE time; we would need to recruit a coordinator who would co-lead with me. Coming of Age also includes three weekend retreats at other churches in the district. *The Pacific Central District's chapter of the Liberal Religious Educators Association has accepted our offer to be the host congregation for the 2018 Pot of Gold RE conference; it will take place Saturday, September 29. I'll pursue my recommendation for a keynote presenter and work with the LREDA planning committee (and Miranda and I will be asking for UUSS volunteers for food and hospitality).

Fund Raising

*Tina Stidman is great to work with on the Anniversary Gifts campaign; this Sunday we have a testimonial offered by Mary and Rich Howard) before the campaign goes dormant. *The April 14 Auction donation request announcements will begin later in February and the Stewardship Campaign kicks off February 25; the theme this year is Powering our Commitment to Love, Justice, and Healing. * The Shared Offering generosity has been impressive the past six months. * I look forward to the Feb. 17 No Divas dance (a freewill donations fun-raiser).

Denominational Outreach

I'm glad we are the host site for this Saturday's Board Development Day and look forward to seeing you there. I've heard good things about the curriculum.

Lucy and I are very excited that the Rev. Dr. Susan Ritchie--a former member of the UUA Board of Trustees, plus an author, minister, seminary professor and historian --will be our Sesquicentennial Keynote Speaker on Sunday, March 4, at the 10:30 a.m. service and at a forum at noon, with lunch provided by the Greeters and Coffee Crew, thanks to Judy Lane.

On Sunday, April 15, the Rev. Dr. Gretchen Woods will be here to speak about the concept and practice of covenant in our religious movement. She has been working with Doug Kraft and me to develop a covenant between settled minister and emeritus minister and will be available on that Sunday to explain this special status and relationship to the congregation. Gretchen herself is a minister emerita, and she has served two congregations with emeritus ministers present.

On a recent weekend when UUSS was the host site for the district's fall retreat for MUUGs (Middle School UU Gatherings), a few local ministers (including me) met with three of the young adult leaders of this ministry to learn about its history, purpose, guidelines and goals. It is popular with several UUSS middle schoolers (and their parents); MUUGs provides 4 weekend retreats around the district (usually at UUSS in January) and a week-long summer retreat.

I visited with UUA President Susan Frederick-Gray during the UUMA Institute here in Florida. She will send video greetings to UUSS for us to show on March 25, Stewardship Sunday, and hopes to find a Sunday she can preach here in the coming 12 months.

One Tuesday afternoon per month I am part of a Zoom conference call with religious educators from churches around this district; we compare notes and share ideas. As noted above in the RE section, UUSS will be the host site for the September 29 Pot of Gold RE Conference.

Starting Monday morning, Jan. 29, I will teach a weekly class on church administration at Starr King School for the Ministry, our UU seminary in Berkeley.

Budgetary Priorities

I recall that you may be asked to consider 2018-19 budget priorities at this meeting, so the Stewardship Team can have a goal to aim for. I'm in favor of supporting and enhancing our local interfaith and social action engagement and maintaining our status as a UUA Honor Society for our full support of the UUA Annual Program Fund. Furthermore, we have an opportunity to make progress on compensation of our dedicated staff members. The morale, team-work, productivity and grace of our staff members is at an all-time high in my 10 years here—and the morale seems much better than my study of the archives would indicate for UUSS in the 1980s and 90s.

Moving to a higher place on the UUA guidelines matrix would be my high recommendation, and in particular bringing the Assistant Minister salary here beyond the midpoint of that category. This will make it less of a jump to raise that salary into the Associate Minister category following a congregational vote to call Lucy to that position. We are blessed in many ways here, including by her creativity and commitment to UUSS and her collegial support of me, both during and since my sabbatical. Her hard work and presence has helped UUSS to rise to meet to the demands of the crises of our times and to welcome the many new folks who have been seeking a spiritual community like this one. I'm happy to answer any questions. Best wishes!

Yours in service,

Roger Jones

Assistant Minister's Report for Board of Trustees Meeting of January 2018

Administration

The staff were surprised and delighted at their Christmas bonus gifts. We collected more than \$2,000 in gifts. Each of our full time staff received \$365 dollars, with part-timers receiving a proportionate share of this amount. I am grateful to the board and leadership for stepping up to make the staff feel appreciated.

My administrative workload has been significantly reduced because of the change in Krystal's position and the leadership of Glory and Linda Clear on the Administrative and Property Management Team. I remain engaged with supervision of the staff, and participating in APMT meetings.

This past month Michele and I worked together on finalizing the certification of the congregational records with the UUA. And Krystal, Michele and I worked on budget projections for the administrative and property budget for next year. We are submitted our recommendations to APMT on the day of the board meeting.

Congregational and Committee Support

Membership – Roger and I welcomed 15 new members into the congregation in one of our meaning of membership classes this month. The Newcomer Orientation and Exploring UU programs are going strong with steady newcomer attendance. In February we are launching our closed Facebook page group, UUSS: Between Sundays. This is a place where members and friends can share what's going on in their lives. See the attached draft policy for the page. The committee on ministry has reviewed this document. I would appreciate your feedback.

Social Justice: We have a new social justice group starting up – Mercy Peddlers is a homeless outreach program started by the former director of Loaves and Fishes. UUSS member Kathy Stricklin has recruited two other members to start a branch in the congregation. They are submitting a proposal to the Program council. Susan Lange, who heads our Immigrant Justice efforts and has been away from the congregation due to the death of her father, is back and ready to re-engage in this effort.

Our anti-racism program Beloved Conversations begins on February 2 and continues through April. Two of the participants had to drop out before the program started and I have not been able to fill their slots at this late date. If you or anyone you know is interested let me know. It's a great opportunity to learn and grow in the companionship of our UU Davis friends.

Our social justice movie night may be coming to an end. I now have a meeting conflict on the day of the movie. Social justice groups have stepped up to host movies, but their level of interest is declining. We will still host social justice movies, but not on a consistent day of the month.

Our interfaith work is expanding. Roger and I hosted the interfaith clergy breakfast for Sacramento Area Congregations Together last week (SAC-ACT). We now have representatives on several of the organizing committees of SAC -ACT. I would like to bring the congregation more into the conversation by providing updates and information about these committee's events and activities starting in March.

I participated in an inter-faith legislative prayer service at the Cathedral of the Blessed Sacrament, at the invitation of the Interfaith Council. And last week I was invited to give the prayer at the opening of the CA Senate legislative session. I was proud to represent UUSS.

I have been in conversation with minister at ST Marks United Methodist church to co-sponsor a workshop on understanding white privilege. Stay tuned for more info. I also am building connections to other ministers in the area to coordinate our anti-racism work. We have also been contacted by the Director of the Interfaith Council to gauge our interest in hosting an interfaith dialogue community event. I will be meeting with him to learn more, but am intrigued and feel that this is important work for the congregation to engage in.

Religious Education

I co-led the Our Whole Lives sexuality education class on January 14th due to a conflict with one of the teachers. What a great group of kids and what a joy being with them and learning together about healthy relationships. The Second Tuesday TED talk is picking up interest. We have about 25 people at the talk on January 9th. I was inspired by the discussion. My vision for that group is that congregants would step up to host, and it is working well. Glory Wicklund hosted the October program and Tiffany Urness will be hosting for February. Perhaps one of you would like to take a turn?

Worship and Music

Jerry Houseman, who tracks attendance and visitor numbers, shared the data that our attendance at services is up 37% from 2016 to 2017. You can certainly tell that on Sunday mornings!

We are in our fourth year of monthly all-ages services and I have been refreshing them a bit. Both the service on December 24 and January 21, had good energy and engagement by the congregation. The Religious Services committee members have been great partners in planning and delivering these services, as are Keith and the choir. Since the last board meeting I preached or lead services on December 24, 31, and January 21.

Thanks for everything that you do in support of our mission.

Rev Lucy Bunch, Assistant Minister, UUSS

UUSS Nominating Committee Charter

Adopted by Board of Trustees January 25, 2018

Authority for the Committee's Existence:

Pursuant to the Unitarian Universalist Society of Sacramento (UUSS) Constitution, ratified and most recently amended by the Congregation May 13, 2012, the Nominating Committee (herein NC) has been established and continues permanently to be a standing committee unless disestablished in the manner prescribed for amending the UUSS Constitution. [Const. Art. X, Sec. 1 (1), Sec. 2 (1).]

Authority for and Content of the NC Charter:

As a standing committee, the NC shall create a charter which shall be approved by the UUSS Board of Trustees (herein BOT) and which shall not be modified in such a manner as to render the NC impotent or unable to perform the commonly understood duties implied in its name. The NC charter sets forth its authority and responsibilities and its members' term lengths and limitations on reappointment. [Const. Art. X, Sec. 3 (1) & (2); UUSS By-Laws as most recently amended and adopted by the BOT 4/27/17 (herein By-Laws) 3. Committee Charters.]

The NC's Members and Terms:

The NC consists of seven (7) members, including its Chair, all of whom shall be UUSS members in good standing. NC candidates proposed by NC members shall be elected each year at the May semi-annual membership meeting. Members shall serve for one year terms and shall not serve more than two consecutive terms. NC candidates for election as members may also be nominated by petition as set forth in the UUSS Constitution. [Const. Art. VI, Sec. 1 (1), (2), & (3), Sec. 3 (1) through (5).]

The NC's Duties and Responsibilities:

The NC shall propose candidates for the BOT's president, vice president, secretary, treasurer, and members-at-large, the chair of the Communications Facilitation Committee, and members of the Program Council, NC, and Endowment Trust (all standing committees) for the terms as set forth in the Constitution. The NC may not propose candidates from among its current membership, nor may a member who has resigned from the NC within ninety (90) days prior to its beginning its deliberations be eligible to be nominated by it. The NC shall also propose candidates to be considered by the BOT for vacancies when requested to do so. [Const. Art. VI, Sec. 2 (1), (2), & (3); Art. VII.]

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