

UUSS BOARD OF TRUSTEES MEETING
November 30, 2017 7:00 - 9:30pm
MINUTES

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

Consent Agenda

- Correction to title of October minutes noted
- Consent agenda approved unanimously with no other changes

Governance & Leadership Discussion

- Discussion of Committees
 - Is the UUSS committee structure appropriate?
 - Standing Committees - named in Constitution or Bylaws
 - Nominating Committee
 - Communication Facilitation Committee
 - Finance Committee
 - Property Management Committee
 - Ministry Committee
 - Committees that do not report to BOT are teams, not committees
 - Program Council and Endowment Trust are separate entities
 - **Change to Constitution: All standing committees should have a charter**
 - **Ask standing committees to review charters/charges and propose changes**

Treasurer's report - see attached UUSS Treasurer Report
October 31, 2017 Income and Expense Statement

Actual Income = \$59,645. **Budgeted Income** = \$54,592. Actual income was \$5,054 more than projected. Pledge income was \$836 less than budgeted.

YTD income = \$237,145; YTD budgeted income = \$218,367. Income is 109% of budgeted.

Expenses = \$53,329. **Budgeted** = \$52,006. Actual expenses were \$1,323 more than projected.

Utilities were \$248 more than budgeted; YTD \$1,558 more than budgeted. YTD expenses = \$230,923; YTD budgeted expenses = \$224,541. Expenses are 103% of budgeted.

Net Income = positive \$5,098. **Budgeted net income** was positive \$1,556.

YTD Property Use Revenue was \$2,965 less than budgeted and YTD Pledge revenue was \$17,223 more than budgeted. YTD non-pledged contributions & plate \$3,167 less than budgeted.

Fiscal YTD: USS has a surplus of \$1,527; budget projection of a \$10,295 deficit.

APMT will discuss the decrease in rental income at next meeting

Long Range Planning

- The leader's reports were distilled into themes
- Next steps will be to crystallize those themes into goals and objectives
- Structure of listening sessions will be to review the draft goals and objectives, and determine if they are consistent with attendees' impressions of what happened at the retreat
- Separate listening session will be aimed at different audiences - only need to attend one

Committee Substantive Issues

- Program Council - Representatives from committees received website training
- APMT - still working on the parking lot lights
- Stewardship Committee
 - Forming committee
 - BOT needs to communicate a campaign goal to Stewardship
 - BOT would like a report from the Stewardship Committee after the campaign is over
- FRST
 - FRST is talking about what kind of fundraising to do - BOT and FRST should be together on that
 - Need to clarify the role of FRST vis a vis Stewardship
 - We have a policy for FRST role - need to give it back to FRST and ask them to consider their relationship with Stewardship
- Nominating Committee - have an article in December Unigram

Should we include a review of standing committees as part of the Constitution review agenda?

- First step would be to ask committees to review their policies/charters

Sesquicentennial Capital Campaign

Should we have a big or little Capital Campaign?

- Option A - Small campaign with a specific purpose
 - Patio Cover
 - Parking lot lighting
 - Any extra would be used to pay down the mortgage
- Option B - A big campaign. Does all of the above and more
 - For this option, we would need to hire an architect to review our Master Plan and look at what we have already done. We would not get a new patio cover until the review and the campaign were complete.

Therefore, in spite of some excitement for Option B, maybe we should do Option A instead since we are already working on the patio cover, parking lot lights, etc.

Strategic Plan will result in a list of needs for facilities, staff, etc. in order to support the developed initiatives. We should figure out our needs first, and then have a capital campaign.

The Strategic Plan should be adopted at the May meeting. If we go with the small campaign now, then would we not be able to anything about the results because we will not be able to do another capital campaign?

- Issue may be the size of the small campaign or the length of the payment period
- A small campaign a payment period of one year or less might not interfere with a subsequent larger campaign
- APMT has already made a recommendation a patio over - cost will be approximately \$120,000
- We also still have \$800,000 in debt

Roger invites the Board of Trustees to authorize Roger Jones, Tina Stidman and Glory Wicklund to organize a team in cooperation with FRST to raise \$150,000 - \$250,000 for a new patio cover and parking lot lighting in the spirit of the sesquicentennial. Any excess raised would be used to pay down the debt.

Motion:

Board of Trustees authorizes Roger Jones, Tina Stidman and Glory Wicklund to organize a team in cooperation with FRST to initiate a modest capital campaign to raise \$200,000 in the coming year to go toward a new patio cover and parking lot lighting.

Motion: Denis Edgren

2nd: Carl Gardner

Passed unanimously

Minister Reports

- Rev. Dr. Roger Jones - see attached report
 - The UUA President will likely come to UUSS in 2018 as part of the sesquicentennial
- Rev. Lucy Bunch - see attached report
 - What inspires the BOT members about UUSS?
 - Energy of new people
 - Congregation focused outward to be present in larger community
 - Energy in congregation
 - Interest in activities and outward focus
 - Spiritual deepening circles
 - Feedback about the excellence of the services
 - Welcoming warmth toward newcomers
 - Congregation is running on all cylinders
 - Thinking strategically
 - We are dealing with difficult issues and staying true to our principles
 - Choir

- When recruited for jobs, people say yes. This shows that we are a healthy congregation

Board business

- Soup/Salad Sundays
 - January 21 - Margaret (Chili)
 - February 18 - Sally White (Soup)
 - March 18 - Carl Gardner
 - April 22 - Carl Crain
 - May 20 - Roger Olson (Salad)
- Update on Review of Constitution & Bylaws
 - Denis and Roger have met three times
 - They are marking conflicts between the Constitution and the Bylaws and clarifying language, making the documents more concise
 - Have found some major discrepancies between the documents and our current practice
 - Should the Nominating Committee select its own chair?
 - Eliminating the Communication Facilitator position
 - Have placed the documents in Dropbox in a separate folder
 - They are making changes and marking sections for BOT discussion
 - BOT can change Bylaws - changes to the Constitution need to be voted on by the congregation
 - How should BOT review the work Roger and Denis have done?
 - Roger and Denis will send segments/articles and bring them to the BOT meetings for discussion
 - We will reserve 30 minutes at each meeting for this discussion - we should be able to finish this fiscal year
 - Roger and Denis will decide how to combine articles so they can be discussed within the 30 minutes
 - We will review the Constitution first
- Reminder of Dates:
 - Congregational Meetings -5/20/18, 10/21/18
 - Board Development Day -01/27/2018, UUSS
 - UUA Regional Assembly - 4/27-29/18, Portland, OR
 - UUA General Assembly - 6/20-24/18, Kansas City, MO
- Next meetings
 - Executive Committee - 12/11 at 5:45
 - Board Meeting - 12/21 at 7:00 pm

Closing

Adjournment - Motion Victoria Owens, 2nd Gordon Gerwig

UUSS Treasurer's Report – October 2017 November 30, 2017

A. October 31, 2017 Income and Expense Statement

1 – Actual Income = \$59,645. Budgeted Income = \$54,592. Actual income was \$5,054 more than projected. Pledge income was \$836 less than budgeted.

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3 –Net Income = positive \$5,098. Budgeted net income was positive \$1,556.

YTD Property Use Revenue was \$2,965 less than budgeted and YTD Pledge revenue was \$17,223 more than budgeted. YTD non-pledged contributions & plate \$3,167 less than budgeted.

4 – Fiscal YTD: UUSS has a surplus of \$1,527; budget projection of a \$10,295 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 \$124,900 —we are budgeted to spend an average of \$58,408 each month.

C. Pledge Income Report: October receipts = \$41,223; Budget = \$42,058.

YTD pledge receipts = **\$185,457**; YTD budget = **\$168,233**. Pledge receipts are 110% of budgeted.

D. Finance Committee Update:

Finance Committee received financial reports via email on November 7th.

E. October 31, 2017 Balance Sheet (Total Assets: \$739,913, +\$8,169).

Oper. Fund (01): \$124,900, + \$2,321 (Reserve Fund \$56,333; current liabilities \$29,118, -\$3,611; Cash Flow Reserves \$39,115, +\$5,848).

Temp. Restricted Fund (02): \$99,780 (Heritage Fund \$61,888, Betty Ch'maj, \$34,307, misc. \$3,064).

Endowment Trust (03): \$402,766, +\$1,509. Loan is both an asset and liability.

Property and Equipment Fund (04): \$73,198 (Capital Outlay \$73,198).

Building Fund (05): \$39,270 (Building Fund \$34,214; Cap Campaign Support Fund \$5,056).

Five Star Bank loan: \$505,007, -\$1,218 (\$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 November 8th and reviewed the October 2017 numbers.
2. The Committee felt that the Heritage Fund more logically is part of the Temporarily Restricted Fund, so it was moved there.
3. Committee noted food expense for the October 28th strategic planning of \$530 for breakfast and \$1,200 for lunch will be charged to the Board of Trustees Expense line item (\$200 budgeted for the entire year).

Senior Minister's Report to the Board of Trustees
Board Meeting of November 30, 2017, 2017

Unitarian Universalist Society of Sacramento
Celebrating 150 Years in Sacramento in 2018

Long-range Planning Session October 28—Force for the Future

As Margaret noted in her December Unigram column, the energy was great, and we had a good turnout. I've met twice since then with our LRP Team and think the January listening sessions will be fruitful.

Social Action

Refugee Support Team got approval from FRST to appeal for donations to "adopt" three local refugee families who are served by the International Rescue Committee; our Sunday "tabling" is Nov. 26 & Dec. 3 & 10. Youth Trustee Annika Lawson completed her solicitation of donations of feminine hygiene products etc. for the women and children living in the shelters of St. John's Program for Real Change.

UUSS Earth Justice Ministry hosted a talk by Dr. Tom Suchanek on climate change at UUSS, with 200 folks—about 100 of them were high school students, as his wife is a teacher with good connections.

I attended the quarterly clergy caucus of Sacramento ACT (Area Congregations Together) and heard from the statewide co-directors of PICO; Lucy had met and heard them at an Indianapolis conference.

Denominational and Interfaith Involvement

I participated in the annual Community Interfaith Thanksgiving Service on Nov. 21 at SALAAM; about 250 people attended. I think it would be good for us to host this event in our 150th anniversary year, so I put a "soft hold" reservation on our sanctuary for the Tuesday before Thanksgiving 2018.

Lucy and I attended a check-in meeting one morning at a café in Marysville with UU ministers serving churches in our local "cluster" of congregations--Davis, Chico, Sacramento Grass Valley and Auburn.

I will be teaching a seminary course on church administration for Starr King School for the Ministry (SKSM) in the spring semester. I will be in Berkeley 13 Monday mornings (Jan. 29-April 30).

Fund Raising

I've met with Stewardship Chairs Janet Lopes and Susan Lange. Kickoff is February 25. Theme: "Answering the Call to Love: Complacency Is Not an Option."

Tina Stidman and I are fired up for a capital campaign sometime in 2018. I've had phone conversations with the Rev. George "Bud" Swank to get input and ask him questions. It's been 5 years since our last capital campaign, and our sesquicentennial year seems just right. This could fund paying off our Five Star Bank mortgage loan and renovation/expansion (or replacement) of the education building. We should first retrain an architect or other professional for a review of our 50-year Master Plan for the Building and Grounds in light of the changes in the original plan caused by the construction of "Phase 1a." However, if it seems desirable to have a patio cover installed before this summer, we might think of modest fundraising to supplement our Building Fund balance and other capital reserves.

FRST is planning an annual mailing to members and friends over age 50 to invite them to consider naming UUSS in their estate planning or beneficiary designations. I wrote my December Unigram column about this.

Sesquicentennial Events

I've met with longtime member Sandra Navarro and will meet next week with her and Tracy Jones, a longtime UU (who moved to Sacramento in July). We're thinking of celebratory events, special guest preachers (like the president of a UU seminary and president of the denomination) as well as some history displays and some field trips.

Religious Education and Family Ministry

I've had two monthly online check-in conversations with Religious Education professionals in other congregations in the Pacific Central District (PCD). I've also reserved our facilities (a "soft hold") for September 29, 2018, for us to host the annual PCD Pot of Gold Religious Education Conference at UUSS.

I conducted a baby dedication/child blessing ritual for three kids in the Nov. 19 service (using white roses from our gardens here). In October I held a breakfast meeting with these three families. In November I held a similar event for parents of youth; only one new congregant showed up, which meant we could spend the time getting acquainted. I expect a larger turnout for a "parents of UUSS youth" coffee before church on Dec. 10, as there is OWL on that date.

I led the Senior High Youth Group on Oct. 22 and Nov. 26, though we had only two youth each time, so on Nov. 26 we combined with the larger Junior High Youth Group. Our OWL program is at capacity and it takes place during Sunday RE; this means there is not critical mass of other youth for the Youth Groups on non-OWL Sundays.

Our Nursery consistently serves a lot of babies and toddlers. We have several new families with kids.

Pastoral and Community-building

Alliance meeting. Spent an hour greeting folks at our Thanksgiving dinner and made two pots of coffee. I attended another book discussion meeting of UUs for Justice in the Middle East.

Planned and led memorial services for Barbara Amberson, Chuck Berkstresser and Ruth Davis Barr. Among other meeting and visits at UUSS or off site, I visited with Ron Galbreath, at home on hospice.

Meetings: Patio Cover ad-hoc team, Religious Services Committee meeting and annual retreat (led by Lucy); Program Council (and agenda-planning with two PC leaders), Adult Enrichment Committee, Stewardship Co-chairs, Board Executive Committee and Board meetings, Long-Range Planning Team meetings, 150th Anniversary planning, Refugee Support monthly meeting.

Weekly meetings: Lucy and Miranda; biweekly with Lucy and Keith. I'll be **out of town** Dec. 27-30.

Yours in service, Roger Jones, Senior Minister, UUSS November 30, 2017

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

On the top of my mind: the energy seems high in the congregation. We have heard from newcomers how friendly everyone is and how welcomed they feel. I love the energy on Sunday mornings and have a sense that people are getting fed by both the service and the community.

Roger and I have worked out the details of our roles and wanted to share the information with the board. Please find the list attached to this report. We would be happy to answer any questions you may have.

Administration

All is well in the office. The staff are working well as a team. Krystal continues to excel in her position, as she navigates some of the challenges of church dynamics. She is working directly with the chairs of the AMPT to set the agenda and present issues for their consideration. Her involvement has been a great gift to me and has freed up my time for other matters. I am grateful that the leadership supported giving her more responsibility and a pay increase. It feels like a win-win. Michele quietly and confidently keeps us on track financially, and Elaine welcomes all and provide pastoral care to a variety of people who stop by the visit with her. We are fortunate to have such a great staff.

Congregational and Committee Support

Membership – we are starting year 3 of our path to membership program. Newcomer orientations continue to have 5-10 people each month. We have a team of six who rotate leading the sessions. Exploring UU classes also continue to be well-attended by both newcomers and regular members. I track attendance at orientation and exploring classes and then invite people who have taken at least two Exploring classes to our meaning of membership class where they have an opportunity to join. At this time we have fifteen people cued up to attend. I would love to see board members at the exploring classes on the 3rd Sunday before church. You would meet newcomers to the congregation and perhaps learn a little something about UUism. Margaret helps me lead of the four sessions. You can help too!

We have seven **Spiritual Deepening Circles** this year with about 65 participants. Writing the curriculum for each month and leadership development with the facilitators is one of my biggest projects each month – equivalent to writing a sermon. This year both Roger and I are facilitating circles.

Social Justice is another major part of my portfolio. In September we had a meeting of all the leaders of the social justice groups and it was very useful and inspiring. Program council reps were present as well. These leaders have experience and ideas to share. We plan on another gathering in January of February, and perhaps a social justice faire – like the activities faire in May- to highlight our activities. Our interfaith work is gaining strength as well. We have representative on four organizing committees at SAC-Act, and are the inaugural church for establishing a new committee on Environment justice. Our congregation is getting recognized around the area for our commitment to social justice.

We are currently recruiting for our anti-racism program Beloved conversations. We have three spots to fill. If there are board members who are interested in participating let me know and I will give you the info. We offer this program in partnership with UU Davis. Roger and I met with the leaders of our Racial Justice group to consider how to move the congregation forward on issues of racial justice.

Worship and Music

I work closely with our music director, Keith Atwater. The music program is growing and thriving and the choir singing better than ever. Newcomers have commented on the quality of the music in our services.

I led a retreat of the **Religious Services Committee** where we focused on the use of ritual in our services. We are working well as a team, and the members provide terrific support for Roger and me on Sunday mornings and beyond.

This past month I preached or led worship on 10/29, 11/12, 11/19 and 11/26. Attendance at services is good and the energy is terrific. Roger and I are gearing up for six services in December!

Service to the greater community

I will be serving as a vocational advisor for a seminary student at Starr King. The commitment is a training session and 10 meetings per year to help guide him through the ministry process. I really enjoyed supervising Scott last year, so I am looking forward to this new opportunity. I have been invited to serve on the board of the Veriditas organization, the Labyrinth group where I was trained as a facilitator.

My choir season is starting, and December is a very busy month. I will be unable to join you at the December board meeting as I will be singing in a concert at the Harris Center in Folsom. We have six concerts coming up and it is a joy to know that there will be several UUSS folks at each concert.

It is a pleasure to work with all of you. I wish you the happiest of Holiday seasons. Please join Roger and I for a minister's holiday open house on Wednesday December 20, 3:30-6:30 PM.

Rev Lucy Bunch, Assistant Minister, UUSS

Roger and Lucy

Roles and responsibilities for church functions

Roger:

Executive Committee and Board
Program Council
Fund raising and stewardship
Adult and children's RE
Communication
Pastoral care – with support from Rev Martha Hodges
Long range planning
Social Justice:
 Earth Justice Ministry
 UU Justice in the Middle East
 American river PKW
 Refugee support.

Lucy

Small group ministries
Membership
Administration
Music program
Religious Services committee
Social Justice
 Overall lead
 SAC Area Congregations Together (interfaith group)
 Interfaith earth justice
 Loaves/fishes/St Johns
 Racial Justice
 Family Promise
 Immigrant Justice

Shared

Worship planning