

UUSS BOARD OF TRUSTEES MEETING

May 24, 2018 7:00 - 9:30pm

MINUTES

Board Members Present: Vice-President Denis Edgren, Treasure Gordon Gerwig, Secretary Victoria Owens
Kathy Bernard, Sally White, Carl Gardner, Roger Olsen, Annika Lawson, Youth
Trustee

Board Members Absent: Margaret Wilcox, Carl Crain

Staff Present: Rev. Dr. Roger Jones, Rev. Lucy Bunch

Guests Present: Sally Wilkins, Laurie Jones, Pat Davis

1. Welcome

Chalice lighting and centering -Sally White

2. Consent Agenda

The April BOT minutes approved without any changes.

3. Governance and Leadership: Sally White

We need to figure out how to as a Board and reorganize and empower committees

- Can we provide committees with clear direction and let them work out how to get there?
- Create a BOT that empowers committees, and doesn't do their work for them
- Do we have the appropriate committees?
- Should FRST be a standing committee?
 - Let's see how it goes this year and see if we want to keep FRST or reassign roles

4. UUSS Safe Congregation Policy: Denis Edgren

- Idea is to create a policy about a safe setting at UUSS to
 - Keep congregation safe from sex abuse
 - Have a procedure for a request for participation from a person
 - Convicted of sex abuse
 - Accused but not yet tried for sex abuse
- Policy prompted by a request from the relative of a congregant
 - Testimony in favor of person given by Pat Davis and Laurie Jones
 - Concerns voiced by Sally Wilkins
- Used other resources to develop our draft policy, especially materials from the UUA

5. Treasurer's report: Gordon Gerwig

- Approve Gordon's changes for \$7200 extra found by review
 - Reduce budgeted interest payment to Five Star to \$20,351 - \$7457 to be paid out of Capital Outlay Fund
 - Net contribution to Capital Outlay would be \$7,054
 - Moved to approve changes: Sally White
 - Second: Roger Olson

6. Long Range Planning: Carl Gardner

- Strategic Plan Goals and Objectives approved by congregation
- Need to develop an action plan on how to develop an action plan

7. Committee Substantive Issues: Committee Liaisons

- Program Council - No tabling before service
- APMT
 - Event Management Services made a presentation
 - Offering to represent us for 15% of rental income
 - Wants us to raise our prices
 - APMT wants to make an agreement with planner
- FRST
 - Going to change the time of the auction to the fall; timing of auction conflicts with Stewardship campaign
 - BOT asking for more information and a recommendation from FRST
- Stewardship
 - Raised \$531,818 - 97% of pledges received
 - Pledges will total \$549,000 if all outstanding pledges continue as before

8. Review of Bylaws: Denis Edgren & Roger Olson

- Changes agreed to as proposed by Denis and Roger to Sections 4.1, 4.2, 6, 7.3
- 5.1 - Committee on Ministry
 - Ask Mary Howard to review this paragraph - should duties/purpose be changed? Retained in Bylaws? Are they necessary?
- Finished with review of Bylaws

9. Minister Reports

- Rev. Dr. Roger Jones - see attached
- Rev. Lucy Bunch - see attached

10. Board business: Denis Edgren

- Congregational Meeting Debrief
 - Tell the office we should not schedule any fundraisers on the day of congregational meeting
- Gift Acknowledgement Procedure
 - Tabled until June
- Fundraising Commitment for Black Lives of Unitarian Universalism (BLUU)
 - Asking UUSS to commit to raise \$10 per person (\$5,000 total)
 - Move to commit to raise \$5,000 for BLUU in the next fiscal year
 - Moved: Sally White
 - Second: Carl Gardener
- Reminder of Dates:
 - Congregational Meetings - 10/21/18
 - Memorial for Wayne Wilcox is June 16
- Next meetings
 - Executive Committee - 06/11 at 5:45
 - Board Meeting - 06/28 at 7:00 pm
 - Opening/Closing - Victoria Owens
 - Leadership Topic - Margaret Wilcox

11. Closing: Sally White

UUSS Treasurer's Report – April 2018 May 24, 2018

A. April 30, 2018 Income and Expense Statement

1 – Actual Income = \$79,500; Budgeted Income = \$84,592. Actual income was \$5,091 less than projected. Pledge income was \$4,919 less than budgeted.

YTD income = \$609,468; YTD budgeted income = \$584,667. Income is 104% of budgeted.

2 – Expenses = \$64,330. Budgeted = \$62,990. Actual expenses were \$1,341 more than projected.

Utilities were \$277 more than budgeted; YTD \$142 more than budgeted.

YTD expenses = \$588,280; YTD budgeted expenses = \$581,174. Expenses are 101% of budgeted.

3 –Net Income = positive \$13,993. Budgeted net income was positive \$6,579.

YTD Property Use Revenue was \$9,006 less than budgeted and YTD Pledge revenue was \$21,055 more than budgeted. YTD non-pledged contributions & plate \$843 more than budgeted.

4 – Fiscal YTD: UUSS has a surplus of \$9,221; budget projection of a \$6,810 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 \$160,639 —we are budgeted to spend an average of \$58,408 each month.

C. Pledge Income Report: April receipts = \$37,139; Budget = \$42,058.

YTD pledge receipts = **\$441,639**; YTD budget = **\$420,583**. Pledge receipts are 105% of budgeted.

D. Finance Committee Update:

Finance Committee received updated financial reports via email on May 16th.

E. April 30, 2018 Balance Sheet (Total Assets: \$886,125 +\$36,764).

Oper. Fund (01): \$160,639 +\$20,525 (Reserve Fund \$56,999; current liabilities \$55,999 +\$6,449; Cash Flow Reserves \$46,809 +\$13,993).

Temp. Restricted Fund (02): \$126,489 (Bequests \$14,319, Heritage Fund \$70,139 –\$14,654; Betty Ch'maj \$35,628; misc. \$6,373 –\$5,681).

Endowment Trust (03): \$408,595. Endowment Trust Loan is both an asset and liability.

Property and Equipment Fund (04): \$25,019 +\$20,333.

Building Fund (05): \$165,383 (Building Fund \$160,652 +\$15,600; Cap Campaign Supt Fund \$4,731).

Five Star Bank loan: \$497,734 –\$1,177 (\$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 May 16th as the reports arrived three hours prior.
2. Building Rentals: Through April 2018 received \$40,994 We have booked rentals through June 2018. \$60,000 was budgeted for the 2017-18 fiscal year, so YTD a deficit of \$9,006. We have booked an additional \$8,012 from May 1st through June 30th. We have a projected deficit of \$10,994 in building rentals assuming no additional rentals are booked now through June 30th.

Senior Minister's Report -- Board of Trustees Meeting – May 24, 2018

Opening Thoughts

Greetings, Trustees. We gather with the sad news of the loss of our church member Wayne, beloved husband of our Board President, Margaret. She and the family appreciate the love and care they have received from you and others. Also notable is the recent passing, at age 89, of Mary Deuel. She was a volunteer RE leader and a staff RE director going back to the 1950s. She's not been able to attend for several years.

On a happy note, our Youth Trustee will be departing this summer for college. The congregation will bless Annika at Sunday's service. She grew up in the UU Community Church.

Congregational Meeting

Many thanks for those of you who could show up, including Victoria and helpers with all of the meeting materials to hand out and members to check in, Gordon for the Treasurer's Report and Budget discussion, Roger O. for explaining the revised Constitution, and Denis for leading the meeting in Margaret's absence—it was excellent. Thanks to all the advance detail work that went into the meeting. Though there were some questions here and there, it seemed that folks were very trusting of your leadership and clear explanations. No doubt the advance materials and forums also helped. Thanks to Marion Randall from Strategic Planning for that segment, too.

I appreciate the generous compensation increases for several of our staff, including me.

Black Lives of Unitarian Universalism

UUA President Susan Frederick-Gray, the UUA Board, and Black Lives of Unitarian Universalism (BLUU) have announced a \$1 million matching grant to support the ministry of BLUU in an appeal named *The Promise and the Practice of Our Faith*.

We can participate in this in two steps: by making a commitment before June 18 that USS will commit to raising \$5,000 for the appeal and then raise that much by June 30 of next year (2019). I would personally ask several members to make a sizable advance gift this summer and then we'd make a matching appeal in the fall to USS members and friends to contribute at what level they could. This \$5,000 goal is my recommendation, based on \$10 per congregant (USS members + pledging friends).

The Fundraising Strategy Team (FRST) approved this, knowing I was bringing it to you to make this commitment. [Click for more information.](#)

Staff and Committee/Lay Leadership Support

Since the April meeting I have met with: Religious Services Ctte, the Committee on Ministry, Board of Trustees, Executive Ctte, the Constitution re-drafting duo, Program Council and its chair to plan the agenda, Refugee Support Team, Fund Raising Strategy Team, the 150th Anniversary Gifts chairperson (Tina Stidman), the 150th Anniversary Celebrations task force, All-ages weekend camp director (Christopher), Rev. Lucy (weekly) and the RE Coordinator. I completed 4 months as a chaplain to the Beloved Conversations workshop series between USS and UUC of Davis; our two volunteers on that facilitators' team were excellent: Marion Randall and Jim Eastman. I completed the 8-month series of Spiritual Deepening Circles as a co-facilitator with Nancy Oprsal; I salute Lucy's vision and creativity in offering this way for people to find ways to connect in this ever-larger congregation. Kudos to Program Council for the Activity Fair!

Ministerial Matters

Christine Lewis and Rev. Martha Hodges are coordinating a Pastoral Volunteers program for home-bound members and others who need visitors; I've helped them recruit some new volunteers and am happy they are hosting a listening-skills workshop (see June Unigram).

I've had a lot of pastoral visits this past month plus a couple of new-member meetings.

Child, Youth, and Adult Religious Education

Miranda and I had a dinner meeting last Friday with Eric Bliss, Director of Youth and Young Adult Ministries for the UUA in the Pacific Western Region. He was here for the YRUUP Conference (senior high youth). We got good ideas and appreciate his leadership.

I met with three RE parents/volunteers about the concept of **family ministry**. We came up with the goal of recruiting a team to envision and make it happen. A spur for our meeting was an iconoclastic essay by a UUA regional staff person from New England, [The Death of Sunday School and the Future of Faith Formation](#). I wanted you to have this link, as it's in the June Unigram. The author will be a keynote presenter at the Religious Educators' Pot of Gold conference Sept. 29; USS is the host for this event of about 100 people.

Chalice Camp, a UU day camp, is at USS July 9-13. Co-directors: Christine Soule, a USS volunteer and mother of three young adults, and Alex Haider-Winnett, UU seminarian.

With Dirk's help, I'm hosting the film "Get Out!" on June 1, and leading discussion.

Stewardship, Fundraising and Fun-Raising

The Anniversary Gifts appeal had a table at the Activity Fair, and it will go live again in the month of June, with Tina Stidman staffing a table. Glory Wicklund and I conferred about and scheduled a all-church BBQ for the Anniversary Celebration, under the patio cover, **Sept. 8!**

I am hosting a breakfast open house in July for the leaders of these teams: Auction Jubilee, Stewardship, and Anniversary Gifts appeal.

Note (under Denominational Connections) that the PCD Chalice Lighters team has chosen our driveway lighting for the spring call for Chalice Lighters donations in the District. Please also note the \$5,000 goal for the UUA matching challenge for Black Lives of Unitarian Universalism.

Community and Denominational Connections

Time is running out—one week left! The Chalice Lighters crowdfunding program of the Pacific Central District has named as its "call" this month a project of ours: a new set of lights along the driveway (projected cost \$8,800). The CL committee hopes that a church will promote participation in the CL program when we are honored in this way, so please consider signing up for as little as \$20, 3 times a year. Remember, your first gift goes to USS!

<http://www.pcd-uua.org/pcd-spring-2017-18-chalice-lighters-call/>

At the PCD Annual Meeting I was elected to the PCD Board of Directors; this took place while several USS members and I were at Regional Assembly in Portland.

The *UUA General Assembly* is June 20-24, in Kansas City, MO. We have 8 slots for lay delegates, and online attendance is possible (registration fee). Cathy Hackett has participated in the past and has asked me about the selection process for delegates. I expect there will not be a request by more than a few USS members to use delegate slots. <http://www.uua.org/ga>

Yours in service,

Roger Jones, meeting of May 24, 2018



Assistant Minister's Report to the Congregation May 2018

This is the completion of my fifth year serving as your Assistant Minister. Thank you for a great year. I am excited by all the energy and commitment in the congregation and look forward to next year as we develop our strategic plan. I want to thank the board for your generous salary increase for next year. I take this as a statement of your support for my ministry at UUSS and am very grateful.

Here are some highlights in the areas of church that are in my portfolio.

Membership

I wanted to thank everyone who helps our congregation welcome newcomers, from the greeters at the doors on Sunday, to those who lead the newcomer orientation or help with the Exploring UU classes each month. There are more than 50 people who are part of our welcoming ministry and each one contributes to the hospitality that people feel when they come to UUSS for the first time. We had about 75 people attend our monthly newcomer orientation this past year. We also welcomed 27 new members this year with another 25 scheduled to meet with Roger and me in early June.

We launched internal Facebook page earlier this year– Between Sundays- for members and friends to share what's important to them. There are about 100 participants.

Small Group Ministries

The fourth year of our Spiritual Deepening Circles is ending this month, with about 65 participants in seven circles. We had a great group of facilitators, some of them fairly new members. The GenY ministry circle also meets monthly using the same curriculum. There are two ministry circles from the former program still going strong, and another starting up by new members. These small group ministries are an important way for people to make connections in the congregation and to live our mission of deepening our lives.

Social Justice

We continue to be very active in our social justice efforts. A new program, Mercy Peddlers, which is outreach to homeless, was approved by the Program council this year. Working with our interfaith partners, Area Congregations Together, Christine Bailey and others in the congregation formed a new local organizing committee focusing on environmental justice.

One of my goals for the year was to become more engaged in interfaith work. To that end I have strengthened my connections to my interfaith colleagues doing justice work in our community. I attended quarterly clergy meetings as well as a national clergy conference with a team from Sacramento.

Because of my interfaith connections, I was invited to give a prayer at the legislative prayer service and subsequently invited to offer the opening prayer for the California Senate. Both were a great privilege. I also spoke at a Bahai celebration. It has been very rewarding developing these connections and I hope to build on them in the coming year.

To further my social justice work, I have been accepted into Beyond the Call, a program of the UU Minister's Association. The focus is on finding your prophetic voice. This 18-month program begins with a retreat in Baltimore this August.

Administration

I am very proud of our staff and how well they work together to support the congregation. The APMT has been very busy this year under the amazing organization and leadership of Glory Wicklund. She and Krystal along with John Mc Millan stay on top of all the details needed to keep our facilities in good shape.

Our rental income has been steadily growing thanks to Krystal's efforts. She is very responsive to inquiries and works to ensure our renters have a good experience. We have several big renters each year who have signed on for another year. We are also getting new renters through referrals from others who rent our space. Despite losing the support of Event Architects we realized more than 80% of our rental budget.