

UUSS BOARD OF TRUSTEES MEETING
July 26, 2018 7:00 pm
MINUTES

Board Members Present: Margaret Wilcox, President Denis Edgren, Vice-President, Victoria Owens, Treasurer
Kathy Bernard, Joseph Turner, Dave Harlow, Roger Olsen, Carl Crain

Board Members Absent: Sally White, Secretary

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

Guests Present: None

Welcome: Margaret Wilcox

Chalice Lighting & Centering: Kathy Bernard

Introduction of New Board Members

- Victoria to talk to Dirk Tuell about adding Dave and Joseph to DropBox and board-list@uuss.org email list

Consent Agenda

- Condensed May minutes and June minutes approved

Treasurer's report: Victoria Owens

- Victoria gave an orientation to the FY2019 budget for the new members
- Discussion of financial reports for June 2018, final financial report of FY2018
- Discussion of financial reports for July 2018

Committee Substantive Issues:

APMT - Roger Olson

- APMT to sign contract with an event planner for promotion and booking of building rentals
- Concern about emergency safety plan - APMT would like help process for creating one
 - APMT should create the plan, Board's job is to review and endorse the completed plan
 - UUA has just updated its policies and recommendations
 - Might be a role for the BOT to set up teams to study and create policy for different aspects of safety (e.g., Active Shooter, Social Media, Youth Ministry, etc.)
- Plans for patio cover stuck at the engineer's office
 - Once engineer approves and contractor receives the permit, the cover should take approximately two weeks to construct
- Boulders placed to prevent parking under trees in driveway

Minister Reports

- Rev. Dr. Roger Jones - see attached report
- Rev. Lucy Bunch - see attached report
 - New chapter of Standing Up for Racial Justice is starting in Grass Valley

Board business: Margaret Wilcox

- Update on USSS Safe Congregation Policy - Margaret Wilcox
 - Have received more feedback on proposed policy from Sarah Millspaugh from the Pacific Western Region
 - Margaret and Denis and Roger Jones will meet and revise the policy based on the feedback
 - Policy may be ready to vote on in the August 2018 BOT meeting
- Gift Acknowledgement Procedure -Margaret Wilcox
 - In process
 - Roger Jones wrote template letter for donations to the Heritage Fund to be signed by Roger and Margaret
 - Take up Gift Acknowledgement at next BOT meeting
- Sign-ups to attend Newcomer Meet and Greet
 - Signup sheet passed around
- Board Retreat Planning Issues
 - Implementation of Strategic Plan - what is BOT's role?
 - Discuss RACI and BOT role
 - Discussion of setting up teams to study safety issues and policy
 - Discussion of meeting structure
 - Check in on changes made at last retreat
 - Consider Gordon Gerwig's proposition to shorten meeting?
 - Roger Olson to coordinate lunch potluck for retreat
- Reminder of Dates:
 - BOT retreat - 08/18/18 8:30 am to 1:00 pm
 - Executive Committee - 8/13/18 at 5:45
 - Board Meeting - 08/23/18 at 7:00 pm
 - Congregational Meeting - 10/21/18
- Opening/Closing
 - None during August meeting. Will discuss at retreat

Closing: Kathy Bernard

UUSS Treasurer's Report - June 2018
July 26, 2018

A. INCOME

June Income

Actual \$44,189 Budgeted \$59,392

June income was \$15,203 lower than projected

- Pledge Income was \$9,293 below budget
- Program income was \$5,161 below budget

Total FY 2018 Income

Actual \$703,461 Budgeted \$700,650

Annual income was \$2,811 higher than budgeted

- Pledge Income was \$2,011 above budget
- Property Use was \$9,288 below budget

B. EXPENSES

June Expenses

Actual \$59,963 Budgeted \$53,833

June expenses were \$6,131 over budget

- Compensation & Benefits were \$4,604 over budget

Total FY 2018 Expenses

Actual \$700,831 Budgeted \$689,312

Annual expenses were \$11,519 over budget

- Building Maintenance was \$8,893 over budget
- Grounds expenses were \$2,943 over budget

C. NET INCOME

June Net Income

June net income was negative \$16,890. Budgeted net income for June was \$4,529.

- Net income for June was \$21,419 less than budgeted

Total FY 2018 Net Income

Annual net income was negative \$11,781. Budgeted annual net income was a loss of \$1,024

- Annual net income was \$10,757 less than budgeted
- Includes mortgage principal payments \$2,049 greater than budgeted

D. Budget Highlights and Concerns:

- Cash flow (ability to pay bills) issue is not a concern at this time, as the operating fund balance is \$148,042. We are budgeted to spend an average of \$61,600 each month.

E. Pledge Income Report: June receipts = \$32,766; Budget = \$42,058.

YTD pledge receipts = **\$506,711**; YTD budget = **\$504,700**. **Pledge receipts were 100% of budgeted**

F. June 30, 2018 Balance Sheet (Total Assets: \$863,551).

1. **Oper. Fund (01):** \$148,042
2. **Temp. Restricted Fund (02):** \$128,039
3. **Endowment Trust (03):** \$100,825. Endowment Trust Loan is both an asset and liability.
4. **Property and Equipment Fund (04):** \$27,636.
5. **Building Fund (05):** \$148,269

Five Star Bank loan: \$495,290 (\$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).

UUSS ANNUAL BUDGET for 2018-2019

Fiscal Year is from July 1 through June 30

	<u>This Year</u> <u>2018-19</u>	<u>Last Year</u> <u>2017-18</u>
<u>Operating Fund Revenues</u>		
Pledge Contributions from Members & Friends	\$542,046	\$504,700
Sunday Plate Offering (1/2 to community partner agencies)	\$66,000	\$68,500
Property Use Rental Income	\$60,000	\$60,000
Fundraising Events Revenue	\$40,000	\$36,000
Interest Income on Savings/Investments	\$1,700	\$1,800
Other Contributions, Program Fees, & Misc. Revenue	\$29,500	\$29,650
Income Transfer		
Total Projected Operating Revenues	\$739,246	\$700,650
<u>Operating Fund Expenses</u>		
Ministry, Music & Religious Education Compensation	\$210,731	\$197,977
Admin. Support & Custodial Staff Compensation	\$149,946	\$138,983
Personnel Fringe Benefits, Social Security Taxes & Prof Exp	\$110,751	\$100,049
<i>Subtotal Compensation And Benefits</i>	\$471,428	\$437,009
General Administrative Expenses	\$40,320	\$40,124
Utilities	\$41,800	\$40,800
Grounds Upkeep and Maintenance	\$8,000	\$3,000
Building Maintenance & Repairs & Custodial Supplies	\$14,716	\$7,000
Property Tax	\$10,066	\$16,500
Security	\$1,560	\$1,560
Fundraising Programs and Events Expenses	\$5,400	\$5,400
Program Committees + Board of Trustees + Stewardship Cttee	\$31,019	\$29,450
Denominational Support (UUA and Pacific Central District)	\$37,736	\$36,846
Community Partners (1/2 Contributions from Sunday Offerings)	\$33,000	\$34,250
Sabbatical Reserve Fund contribution	\$1,000	\$1,000
Deposits into UUSS Capital Outlay Fund & Reserve Fund	(\$1,104)	\$4,000
Loans - Endowment & Five Star	\$44,305	\$43,961
<i>Subtotal Other</i>	\$267,818	\$263,891
Total Budgeted Operating Expenses	\$739,246	\$700,900
Excess Revenues (Excess Expenses)	<u>\$0</u>	<u>(\$250)</u>

Senior Minister's report to the USS Board of Trustees meeting of July 26, 2018

Meetings and Activities Since the June Board Meeting

Welcome to our new Trustees and welcome back to those of you returning for another year! During your June meeting I was at General Assembly; see my GA report in the Unigram. I've met with the Board President and VP, the Program Council (plus agenda-planning with Marian Ashe and member Patty Budding), Committee on Ministry, 150th Anniversary Task Force, Anniversary Gifts Co-chair Tina Stidman, the new Family Ministry Team, Rev. Lucy and RE Coordinator Miranda Massa.

Just before leaving in June I began soliciting larger advance gifts for our \$5,000 commitment to support the UUA's campaign for Black Lives of Unitarian Universalism (BLUU); the general appeal will happen later. The UUA asks us to complete the contribution by June 30, 2019.

150th Anniversary

Tina Stidman and I met about raising the remaining \$62,000 in Anniversary Gifts. Since the 150th Anniversary BBQ has been postponed, this gives more time to raise funds. We'll send a letter in August and make pulpit announcements inviting everyone to make an initial gift or an additional one toward completion of the goal and celebrating our history and our continuing vitality. Please grab an updated brochure. UUA President Susan Frederick-Gray preaches Sept. 30; history professor Nathan Hallam will speak after church on Oct. 7. Note the rotating history bulletin board outside the Fahs restrooms, created by new member Tracy Jones; the current month's display is about our music programs here.

Adult Enrichment, Child/Youth Religious Education and Family Ministry

I led a discussion of my thesis chapter on social class dynamics in USS, Unitarian history and American denominations in general. Ten folks attended, including a few new ones. I've recruited UU seminarian (and mother of two young adults) Sangye Hawke to co-lead Spiritual Parenting, an 8-session class.

Our teaching teams and schedules for September to May, our pool of prospective adult volunteers is getting larger, even as a couple are moving to other volunteer areas or attending to family needs. The new Family Ministry team has met three times, most recently with me, when we began scheduling one family-friendly event per month, including (on 12/7/2018) the first holiday party since 2013! Also, there is a new Parents and Youth Group, which meets for food and fellowship (pool party, mini golf, BBQ). On Friday, Sept. 28, any folks interested in family ministry will meet with the Rev. Sarah Gibb-Millsbaugh, a UUA staff member specializing in family ministry. The next day, Sept. 29, USS is the host for the Region-wide Religious Education conference, Pot of Gold. We welcome volunteer help.

Community and Denomination

At GA I met and conversed with UUA staffers as well as leaders of the UU Ministers Association and UU Partner Church Council. I was elected to the Board of Directors of the Pacific Central District; the chair has not called a meeting yet, but the term started July 1. I continue to serve on the Board of Directors of the YMCA of Superior California and its finance committee and am on the Advisory Board of the Sacramento YMCA and will chair its facility committee. The donation appeal continues to support the participation of low-income kids and families in summer camp, swim lessons, and Y membership.

Travel

From July 30 to Aug. 4 I will be in Bridgewater, VA, staying at the inn or B & B run by the mother of member Kimberly Ayres. I won this in the USS auction in 2016. I'll be back for church on Aug. 5.



Assistant Minister's Report to the Congregation July 2018

Summer is upon us. I have one more week before I am gone for three weeks for vacation and study leave. I leave August 6 to visit friends in Washington D.C. and attend the first retreat of the clergy development program, Beyond the Call. This is an 18-month program with 3 retreats and monthly zoom meetings. The theme is Grounding and Growing our Prophetic Ministries. I hope to bring back lots of good energy for our social justice work. On August 12th I fly back to the West Coast to lead the third year of SpiritRest, a 5-day silent retreat by and for UUs. Three people from UUSS are attending. You should consider it for next year!

Membership

Judy Lane has been working with Krystal and me to create a hard copy directory to be available for a small contribution (\$2). Judy is reaching out to people who do not have a picture, and I am checking with pledging friends to make sure they are comfortable having their information in the directory. We have people who pledge but don't join, so they don't get asked the same questions as people who join. Hoping to have a beautiful new directory available by September.

Attendance at our monthly newcomer orientation varies quite a bit. This past Sunday we had 13 people participate – in July! It seems that the norms of church attendance are shifting a bit. I lead the orientation two times a year, and a wonderful team handles it the remainder of the time.

Small Group Ministries

I plan to launch the sign-ups for the Spiritual Deepening circles in late August. Planning for 6 circles this year and I am 2/3 of the way in recruiting the 12 facilitators needed. These groups are a wonderful way for newcomers and new members to get involved. If you haven't been in one, you should consider joining this year. They run twice a month, October through May.

Social Justice

Our anti-racism book discussion is going strong – 20 people at each session so far. Karen Gunderson and Bob Buckley are co-facilitating with me and will be leading the sessions while I am away.

Several people have approached me with interest in working on the election this fall. I met with Tere Florez, acting director of Sac Area Congregations Together to discuss how UUSS can get involved in the effort to register people and encourage people to vote. The California PICO (the mother ship of our local Sac ACT) is hosting a training August 17&18 and I am looking for three

more people who want to attend. We can invite 5 people; Mary Howard and I are attending. The plan would be for those trained to help lead the involvement here at UUSS. There is an article in the August Unigram. If you are interested in attending let me know.

Worship

The Religious Services committee is undergoing a personnel shift with four people leaving the team as of July. We are recruiting new members with an August 1 deadline for applying. Two excellent candidates have applied, and we are looking for others. Jim Eastman is stepping down as the chair of the committee and Jess Reynolds is stepping up. Keith comes back (he serves us 11 months a year) on August 12, and Ina returns on August 26. It will be nice to have them back.

Administration

The Administrative and Property Management Committee is active and engaged. Krystal and I have worked out the details for our contract with the event planner Maire Cicogni. She seems eager to get started. The board and other committees should note that since we now have someone marketing our space for weddings and corporate events, we need to make sure to calendar important events before she beats us to it!

Tim Anderson has stepped back from his role as head sound guru. He recommended a consultant who can trouble shoot for us. I have been in contact with him and will have more information next week. We had been receiving services from Tim for free (he is a pledging friends of the congregation) but now we will have to pay for the services.

Yours in service,

Rev Lucy