

## UUSS BOARD OF TRUSTEES MEETING

December 20, 2018 7:00 - 8:30 pm

### DRAFT MINUTES

Board Members Present: Margaret Wilcox, Denis Edgren, Victoria Owens, Joseph Turner, Roger Olson, David Harlow, Carl Crain, Kathy Bernard

Board Members Absent: Sally White

Staff Present: Rev. Dr. Roger Jones

1. Meeting called to order at 7:00pm by President Margaret Wilcox
2. Chalice Lighting and Centering - Joseph Turner
3. Consent Agenda -
  - a. November minutes approved after correction that last month's meeting approved October minutes.
4. Treasurer's report: Victoria Owens presented the report
  - a. *November Income:* Actual \$57,648      Budgeted \$58,062      November income was \$414 below projections. Pledge Income was \$4,851 below budget. Plate Offerings and Other Contributions combined were over budget by \$439. Program revenue was \$1,238 above budget. Property Use income was \$2,908 above budget. Need to book about \$123K by end of June to make budget.
  - b. *Year to Date Income:* Actual - \$301,987      Budgeted - \$288,186
  - c. *November Expenses:* Actual \$58,117      Budgeted, \$57,438      November expenses were \$679 above budget due to extra custodial salaries (temporary employment), and Bookstore and Gen Y Group exceeded budget.
  - d. *Year to Date Expenses:* Actual - \$286,168      Budgeted - \$297,489      Expenses were \$11,321 below projections.
  - e. Operating balance is at about 2.25 months. Would prefer 3 months.
  - f. Discussion regarding the details ensued. Concern was expressed that several programs have exceeded projected expenses. Need better projections. Victoria to send a request to Program Council for updates. Also, need a budget process and schedule for upcoming fiscal year. The details of the report are in the Treasurer's report posted in the drop box.
5. Committee Substantive Issues: Committee Liaisons
  - a. *APMC - Roger Olson* - A couple of large expenses, but still within budget.

- i. Sewer line may need repair of about \$3K. Inclined to fix it to avoid future backups.
  - ii. Mold in classrooms. Health concern. About \$3K to fix. Getting a second bid.
  - iii. There have been a series of break-ins and vandalism of RE rooms. Safety concern as needles, and other paraphernalia have been left. Sherriff department has been called but did not respond in timely fashion. APMC approved adding motion detectors to rooms.
  - iv. Patio cover still pending final approval. County required additional pictures.
- b. *Program Council* - Did not meet in December. Rev. Roger reported that there are potentially 4 vacancies upcoming. Two leaders are looking into possible new members.
- c. *Stewardship Committee* - Rev. Roger and David Harlow. Committee had first meeting this past Sunday, Dec. 16. Good membership. Nominating Committee very helpful in placing membership. The Committee made assignments, set schedule, and began brainstorming theme of campaign. Committee needs Board members and others to pledge by Feb. 24 in order to announce as part of March 3 Kick Off Sunday. Committee also asks Board to come up with campaign goal. Last year it was \$550K. Board discussed how to come up with this goal. Roger to provide vision. Program council will have input on future expenses. Further discussion will be needed at next Board meeting.

6. Minister Reports:

*Dr. Rev. Roger Jones:* Roger asked if there were any questions about either he or Lucy's report. There were no specific questions. He and Lucy will be meeting again prior to Lucy's sabbatical. They hosted a Congregational reception yesterday afternoon. About 13 people attended, down from last year. Roger plans to show the Congregation at this coming Sunday's service the proclamations received from Assembly members Cooley and Pan and Congresswoman Matsui recognizing 150<sup>th</sup> Anniversary.

7. Board Business:

- a. *Committee Charters Update:* Carry over to next meeting when Sally can report on progress.
- b. *Building Safety Policies:*
  - i. Roger Olson reported that they have members joining Safety Committee: Doug McDougall, Nora O'Neill, Susan Zierenberg, Denis Edgren, Margo Marvin, someone from RE, Sanjye Hawke, and himself. Excellent progress.

- ii. Roger has gathered safety policy examples from other religious congregations and governmental organizations.
  - c. *Strategic Plan Update (Pres. Wilcox):*
    - i. Committee met with Social Justice leaders on Dec. 3 to discuss how their efforts fit with Strategic Plan goals. The Strategic Planning team will use some of the actions identified at Congregational meeting on Feb. 2.
    - ii. At Feb 2. Congregational meeting tables will be set up for specific goals.
    - iii. Next committee meeting set for noon on Jan. 15.
  - d. *Youth Trustee Update:* Pres. Wilcox reported that we now have a youth trustee member to join the Board: Maya Auriemma. Maya is a Freshman attending McClatchy High School An updated Board membership roster was provided so all contact information is current.
  - e. *Everyone Matters Ministry Update:* About 110 people were housed in the sanctuary for 3 nights at the request of the County. This required considerable clean up and restocking of supplies. Kathy Bernard reported that the program is partially sponsored by SacACT and run by the County. They fund Sacramento Steps Forward to manage the program, which provides busing, food, and other support. Several participating churches have dropped out. Some feel that the County has taken advantage of churches. Admiral program but lack of planning by County. Several Board members were concerned that we hadn't been informed. Rev. Roger plans to gather more information and have a tentative plan for next meeting.
  - f. *New Custodian.* Gerald is the new part-time custodian, working evenings and Sunday morning. Everyone should meet him.
- 8. Next meetings:
  - i. Strategic Planning Action Planning Event - 2/2/19
  - ii. Executive Committee: 1/14/19 5:45 PM (I didn't catch location)
  - iii. Board Meeting: 1/24/19 7 PM
- 9. Adjournment - Motion to adjourn made by Victoria Owens.  
Seconded by Kathy Bernard.  
No objections, Margaret adjourned the meeting at 8:30 p.m.
- 10. Closing: Joseph Turner

Respectfully submitted,  
David Harlow, Board Member