

UUSS BOARD OF TRUSTEES MEETING

April 25, 2019 7:00 - 8:45 pm

MINUTES

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

Board Members Absent: Sally White, Joseph Turner

Staff Present: Rev. Dr. Roger Jones, Rev. Lucy, Student Minister Sangye Hawke.

Guest: Karen Gunderson

1. Meeting called to order at 7:00pm by President Margaret Wilcox.
2. Chalice Lighting and Centering - Denis Edgren
3. Consent Agenda -
 - a. March minutes approved without comment
4. Treasurer's report: Victoria Owens presented the report
 - a. *March Income:* Actual \$78,177 Budgeted \$69,979, March income was \$8,198 above projections.
 - a. Auction gross income was \$33,156.
 - b. Pledge Income was \$3,310 below budget.
 - c. Plate Offerings and Other Contributions combined were over budget by \$730.
 - d. Property Use income was \$159 above budget.
 - e. Program revenue in total was \$575 above budget.
 - b. *Year to Date Income:* Actual - \$563,518 Budgeted - \$559,934
 - c. *March Expenses:* Actual \$55,880 Budgeted, \$62,436 March expenses were \$6,557 below budget.
 - d. *Year to Date Expenses:* Actual - \$537,185 Budgeted - \$552,040. Expenses were \$14,855 below projections.
 - e. *Net Income:* March was a gain of \$20,825.
 - a. *Net Income for March* was \$14,399 above budget.
 - b. Overall, our year to date net gain is \$14,793, compared to the \$2,146 loss that was budgeted.
 - f. Cash flow has ceased to be a concern at this time, as we now have more than three months expenses in operating fund.
 - g. The details of the report are in the Treasurer's report posted in the drop box.
 - h. Victoria pointed out that the agents for the UUSS Charles Schwab account need updating, and suggested changes. David Harlow moved that Victoria Olsen be added as an authorized agent to the UUSS Charles

Schwab account, account number 3295-0533 and that Gordon Gerwig, and Glory Wicklund be removed as authorized agents on this account. Denis Edgren remains as authorized. Roger Olson seconded. Board approved.

5. Committee Substantive Issues: Committee Liaisons

- a. *Program Council*: Joseph Turner (via e-mail update)-
 - a. The annual Volunteer Appreciation date is scheduled for May 12. Cake will be offered to all.
 - b. The Activity Fair is scheduled for June 2. The Program Council is finalizing logistics, and has 31 groups signed up. There may be others added before the event.
- b. *APMC*: Roger Olson -
 - a. New LED light tubes have been installed in the inner ring of fixtures in the Main Hall. Next, new LED tubes will be installed in the outer ring of fixtures. Lighting in the Main Hall is almost complete.
 - b. The patio cover permit review within the county has moved from one department to another. Still uncertain when it will be completed.
- c. *Endowment Trust*: Denis Edgren pointed out that the Endowment Trust trustees need to be updated and affirmed, and provided a motion for the Board to accomplish the confirmation. The motion was seconded by Victoria Owens and approved by the Board.
- d. *Nominating Committee*: Carl Crain - Reported that the slate is full and ready for the Congregational Meeting in May.
The nominees for the Board are: Sally White, Board President; Sandra Navarro, Board Secretary; Marilyn Reynolds and Roger Olson (2nd term), At-Large Members.
The nominees for Program Council are: Susan Davis, Lori Reynard, and Margaret Wilcox.
The nominees for Nominating Committee are: Tiki Harlow, Sarah Turner (2nd term), and Glory Wicklund (2nd term).
The nominee for Endowment Trust: Fred Deneke.
- e. *Stewardship*: David Harlow reported that Stewardship is winding down for this year after a job well done. As of April 23, the around \$525,000 had been pledged. Projected final may reach around \$583 K. The Committee is holding a closeout/debrief meeting on May 6. Bobbie prepared a guidebook for future Stewardship campaigns. The Board discussed how to express/present an appreciation for her work. Victoria volunteered to prepare.

6. Minister Reports:

- a. Dr. Rev. Roger Jones: See report in the drop box.

- b. Rev. Lucy Bunch: See report in drop box. We're all very happy that she's back.

7. Board Business:

- a. Strategic Plan Update: The draft Strategic Plan was provided to the Board for review prior to the meeting. Margaret Wilcox and Karen Gunderson gave an overview of the draft plan. It's intended to be a dynamic document. The action steps are a compilation of actions recommended by Congregational members, particularly during the All Congregation Action Planning event. The team expects that more actions will be added and enriched over time. The Team hopes to be able to give parts of it to appropriate organizations with the Congregation to move from action to implementation. We need to communicate this to the congregation, but it does not need approval by the Congregation. Margaret believes tracking implementation and updating the document primarily should lie with the Board. Rev. Lucy expressed that we may need to help provide leadership development for individuals willing to step into some of the roles. The group discussed that Board Member Joseph Turner provided some excellent comments for the team to consider. Margaret and Karen will take the group's discussion and Joseph's comments back to the Team. They'll bring the draft back to the Board at the May Board meeting.
- b. 2019-2020 Proposed Budget: Victoria Owens Treasurer, walked the Board through the proposed budget prepared by the Finance Committee. A few highlights include: total unrestricted revenue would be up about 4%; Safety and Security includes \$1K for training as recommended by Safety Committee; Committee will remove lines 197 and 198; dues to UUA and PCD are now combined. Other minor changes were discussed. Denis Edgren moved that the Board accept the proposed budget, as modified during the Board's discussion, and move that the Finance Committee be authorized to make minor changes. The motion was seconded by Roger Olson (?), and approved by the Board.
- c. APMC Employee Handbook - The handbook is being reviewed by Shaw Legal Group.
- d. General Assembly in Spokane: 6/19-23, 2019. There is still room for one more delegate to attend in person. Rev. Roger also encouraged that parties can call in to participate at no expense.

8. Next Meetings:

- a. Executive Committee: 5/13/19
- b. Board Meeting: 5/23/19
- c. Congregational Meeting: May 19, 2019
- d. Next Chalice Lighting: Sally White

9. Closing: Denis Edgren

10. Adjournment - Motion to adjourn made by Carl Crain

Seconded by Roger Olson

No objections, Margaret adjourned the meeting at 8:55 p.m.

Respectfully submitted,
David Harlow, Acting for the Secretary