

UOSS BOARD OF TRUSTEES MEETING

March 28, 2019 7:00 - 8:20 pm

MINUTES

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

Staff Present: Rev. Dr. Roger Jones, Rev. Lucy on Sabbatical until spring 2019.

Guest: No Guests

1. Meeting called to order at 7:00pm by President Margaret Wilcox.
2. Chalice Lighting and Centering - Carl Crain
3. Consent Agenda -
 - a. February minutes approved without comment
4. Treasurer's report: Victoria Owens presented the report
 - a. *February Income:* Actual \$63,408 Budgeted \$82,979, February income was \$19,571 below projections.
 - a. Auction was partially reported at \$13,830. The remainder will post in March.
 - b. Pledge Income was \$7,949 below budget.
 - c. Plate Offerings and Other Contributions combined were under budget by \$287.
 - d. Property Use income was \$1,491 below budget.
 - e. Program revenue in total was \$5,738 above the year-to-date budget.
 - b. *Year to Date Income:* Actual - \$485,341 Budgeted - \$489,956
 - c. *February Expenses:* Actual \$60,867 Budgeted, \$59,255 February expenses were \$1,612 above budget.
 - d. *Year to Date Expenses:* Actual - \$481,305 Budgeted - \$489,603 Expenses were \$8,298 below projections.
 - e. *Net Income:* February was a gain of \$1,354.
 - a. *Net Income for February was \$21,254 below budget.*
 - b. Overall, our year to date net loss is \$6,033, compared to the \$8,573 loss that was budgeted.
 - f. Discussion ensued regarding the operating balance being kept at two months balance.
 - g. Discussion regarding the details ensued. The details of the report are in the Treasurer's report posted in the drop box.
5. Committee Substantive Issues: Committee Liaisons
 - a. *Program Council:* Joseph Turner -

- a. A replacement has been found to fill Tamara Olson's position.
- b. *APMC*: Roger Olson -
 - a. The inner ring of lighting in the Main Hall has been replaced. John McMillan and Celia Buckley worked through the replacements.
 - b. The team is setting priorities for the next few months.
- c. Endowment Trust: Denis Edgren reports that the committee has met and the following was the outcome:
 - a. Using funds to help fund strategic plans was discussed and the Endowment Trustees agreed with the idea.
 - b. Possibly taking some of the funds and investing in socially responsible projects
 - c. Looking at allocations to determine what will be funded.
- d. *Nominating Committee*: Carl Crain - Reported that the slate is full and ready for the Congregational Meeting in May.

6. Minister Reports:

- a. Dr. Rev. Roger Jones: See report in the drop box.
 - i. Discussion included Dave Harlow asking about the Build 4 Community
 - ii. Pacific Coast District meeting will be a combined in-person and online meeting. Margaret asked why this continues to exist since they have been replaced. Per Rev. Roger, the district still exists but is in the process of being eliminated.

7. Board Business:

- a. *Stewardship Campaign*: Sally reported that as of today, the total collected is \$427,652. We have about \$150K to go.
- b. *Barbara Amberson's donation*: UUSS has received a bequest from the Barbara Amberson trust. Victoria presented a recommendation from the Finance Committee to distribute the funds as follows:

Capital Outlay	20%
Long-term debt reduction	40%
Endowment Trust	10%
Reserve Fund	30%
Temporarily Restricted	0%

Rationale for this distribution: Reduce the debt on the loan for the building. Bring the Reserve Fund up to the standard of two months of operating expense.

MOTION: Denis Edgren/Finance Committee moved to approve this distribution. Roger Olson seconded the motion. The Board approved the motion.

- c. *Budget Update* - Victoria Owens - the proposed budget is being posted in the drop box. Review and discussion occurred and the Board was in agreement with the proposed budget. Discussion regarding the Auction included that the net profit this year was the same as last year.

- d. *Strategic Planning Update* - Margaret reports that the team is focusing on the infrastructure goals/action steps that have been identified. The goal is to present the findings at the April Board meeting, May Board meeting at the latest.
- e. *APMC Employee Handbook* - Denis raised the issue of having the handbook reviewed by Shaw Legal Group. The Board members agreed that this would be a good idea to ensure we are operating legally. The need to do due diligence in creating the handbook is necessary. The Board agreed to have Denis obtain an estimate from Shaw Legal Group and then an email vote on the issue would be conducted to determine the next step.

SUBSEQUENT TO THE BOARD MEETING: Email correspondence brought the following actions:

Motion #1: Joseph Turner moved “that we delay the legal review until after our next meeting.” Victoria Owens seconded the motion. The motion brought 5 no votes and 3 yes votes. The motion did not pass.

Motion #2: Denis Edgren moved “that the board authorize retaining Shaw Legal Group services for a legal review of the UUSS Employee Handbook.” David Harlow seconded the motion. The motion brought 7 yes votes and 1 no vote. The motion passed.

- f. *Standing Committee Charters:* Nominating and APMC are in the drop box.
 - g. *Delegates to the General Assembly in Spokane: 6/19-23, 2019.* Discussion ensued regarding scholarships to delegates. A motion was made by Victoria to provide up to \$3800 for registration fees for delegates. Motion seconded by Carl Crain. Motion passed.
 - h. *Reminder of Dates:* Delegates to General Assembly in Spokane: 6/19-23. We are allowed up to 9 delegates. Currently we have 8. As of this writing, Joseph and Sarah Turner, Margaret Wilcox, Cathy Hackett, Glory Wicklund, Dirk Tuell.
8. Next Meetings:
- a. Executive Committee: 4/8/19
 - b. Board Meeting: 4/25/19
 - c. Congregational Meeting: May 19, 2019
 - d. Next Chalice Lighting: Denis Edgren
9. Closing: Carl Crain
10. Adjournment - Motion to adjourn made by Roger Olson
Seconded by Carl Crain
No objections, Margaret adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Sally White, Secretary