

**UUSS Board of Trustees Meeting**

**May 23, 2019**

**7 P.M. – 8:45**

**Minutes**

Board Members Present: Margaret Wilcox, Denis Edgren, Sally White, Victoria Owens, Joseph Turner, Roger Olson

Board Members Absent: David Harlow, Carl Crain, Kathy Bernard

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

No Guests present

1. Meeting called to order at 7:00pm by President Margaret Wilcox.
2. Chalice Lighting and Centering - Sally White
3. Consent Agenda -
  - a. April minutes approved as corrected
4. Treasurer's report: Victoria Owens presented the report
  - a. *April Income:* Actual \$75,360 Budgeted \$57,812 April income was \$17,548 above projections. Pledge Income was \$750 below budget. Plate Offerings and Other Contributions combined were over budget by \$174. Property Use income was \$3,603 above budget. Program revenue in total was \$550 above budget, due mainly to registrations for All Ages Camp.
  - b. *Year to Date Income:* Actual - \$638,877 Budgeted - \$617,747 Through April, year to date income was \$21,131 or 3.4% above projections. Details in Treasurer's report
  - c. *April Expenses:* Actual \$61,289 Budgeted, \$60,079 April expenses were \$1,210 above budget.
  - d. *Year to Date Expenses:* Actual - \$598,474 Budgeted - \$612,119 Through March, expenses were \$13,645 below projections.
  - e. *Net Income:*
    - a. *Net Income for April was a gain of \$12,612, compared to a budgeted loss of \$3,383.*
    - b. Overall, our year to date net gain is \$32,934, compared to the \$5,529 loss that was budgeted.

- f. The details of the report are in the Treasurer's report posted in the drop box.
  - g. Glory Wicklund has requested more detailed information so programs can monitor their budgets. Michele already send this information to the Program Council as a courtesy. The detailed monthly income and expense report will be posted to the protected portion of the website.
5. Committee Substantive Issues: Committee Liaisons
- a. *Program Council:* Joseph Turner -
    - a. Volunteer Appreciation was on May 12
    - b. Activity Fair has 31 groups signed up. Happening on June 2<sup>nd</sup>.
  - b. *APMC:* Roger Olson -
    - a. Safety Equipment: Medical supplies - Roger w/approach the Endowment Committee to ask for about \$4K for supplies and training.
    - b. Other issues needing funding: Perimeter fencing, parking lot issues - how does APMC get in the queue for the next fund raising activity?  
June 4<sup>th</sup>, a rep from a multi agency team is coming to speak about the Vulnerability Assessment in a Q&A discussion. The hope is to go into a second phase of the review that will result in recommendations for improvements to the campus.
    - c. Bathroom remodels are completed.
  - c. *Stewardship:* Rev. Dr. Roger Jones - In the absence of David Harlow
    - a. John Abbott is leading a team to phone those who have not been heard from as yet, those with automatic payments, and those who are not certain of what they will be doing next year.
    - b. Appreciation party at Bobbie Keill's on June 1 for Stewardship and Auction folks.
6. Minister Reports:
- a. *Dr. Rev. Roger Jones:* See report in the drop box.
    - i. Ina June is leaving June 9<sup>th</sup>. Her farewell recital will be on June 2<sup>nd</sup>.
    - ii. Temporary pianists will be at hand until a new person is hired in August.
  - b. *Rev. Lucy Bunch*
  - c. *Covenant between Ministers*
    - i. Making the changes - reporting structure changes will be done via a contract
      - i. ACTION: Lucy will send the contract to Margaret and Sally  
We will talk about the contract. Lucy will send along a copy of the edited contract for Margaret and Sally to review.

Lucy, Margaret, and Sally will discuss and determine if any changes need to be made.

OWNERS: Lucy, Margaret, Sally

- ii. Performance Evaluations: Roger is due for a performance evaluation, which would be conducted by the Board. The last ministerial evaluation by the Board included focus groups of people mutually identified by the minister and the Board. This needs to be a thoughtful process and cannot be accomplished during the current Board's terms. It was agreed that the 2019-20 Board would need to make this an early agenda item. The new Board will make this a priority for 2019-20.

## 7. Board Business:

- a. Post Mortem of the Congregational Meeting
  - a. Well organized
  - b. The use of tape on the back of the alpha signs was great
  - c. Some folks who said they were members but weren't on the list. They may be friends.
    - i. ACTION: Sally to give Lucy the registration lists.
- b. Standing Committee Charters
  - a. Finance - Victoria Owens submitted the charter for the Finance Committee
    - i. Victoria will check to see if the Vice President can be on the committee.
    - ii. Denis Edgren moved to accept the Charter as presented.
    - iii. Roger Olson seconded.
    - iv. Approved
  - b. Committee Charter Model - Rev. Roger
    - i. Roger has a model from a Palo Alto congregation. He will email to the Board Members for review. This is an FYI for future committee use.
- c. Update on annual PCD meeting (Pacific Coast District) - Rev. Roger
  - a. UUSS had largest number of delegates.
    - i. Quorum was achieved
    - ii. District has no staff and serves regionally; the biggest thing going on is the Youth Ministry.
    - iii. \$250K in various fund balances
    - iv. No slate will be presented until a survey is conducted to all registered delegates
- d. Fund raising - Commit to raising \$5K for Black Lives UU , Practice and Promise of our faith.
  - a. Means dollar for dollar match from a family in Pennsylvania.
  - b. Rev. Roger will announce at the service in June and will request donations.

- c. Have \$2.6K committed from some of the folks in the Congregation.
- d. Have members of the Board donate.
- e. There is a Racial Justice at the Activity Fair on the 2<sup>nd</sup>.
- e. General Assembly: Has all but one slot filled for delegates.
  - a. Roger will hold a meeting on the 16<sup>th</sup> for those who want to know anything about GA.
  - b. Lucy will host an online GA event. More information will be sent out before the conference.
- f. Employee Handbook Update - Denis Edgren: We had a legal team look at the book and they did a rewrite.
  - a. Glory has a copy and is looking at the edits.
  - b. Lucy and Denis have identified some areas needing Board review.
  - c. Current version will be posted on the drop box for review.
  - d. Discussion occurred regarding creating a policy regarding Staff having sexual relations with a Congregant.
- g. Stewardship - Margaret: We want to acknowledge Bobbie Keill's efforts. The decision is to send a card.
  - a. ACTION: Victoria will get a card.
- h. Strategic Action Plan Update - Margaret: Now meeting with those identified as responsible for the action plan.
  - i. Board's role: Serve as a monitor of the progress of the Strategic Plan
    - i. Individual Board Members can identify an objective in which they are interested and they become an active participant on that team.
    - ii. Instead of Liaison, become an active member
    - iii. If there are gaps with no coverage from the Board, connect with someone who is active with that objective.
    - iv. 4<sup>th</sup> Objective: Margaret and Lucy introduced this concept.
      - i. Organizationally focused
      - ii. Cultivate organizational leaders by offering a leadership program.
      - iii. Develop communications strategy including generational communication styles for internal and external use.
      - iv. Review staffing and facilities model for capacity to support the plan.
      - v. Make a 5-year commitment to developing annual budgets to support the plan.

## 8. Next Meetings:

- a. Executive Board Meeting: 6/10/19
- b. Board Meeting: 6/27/19
- c. Next Chalice Lighting: Rev. Lucy Bunch

9. Closing: Sally White

10. Adjournment - Motion to adjourn made by Victoria Owen  
Seconded by Roger Olson  
No objections, Margaret adjourned the meeting at 8:45 p.m.

Respectfully submitted,  
Sally White, Secretary