

UUSS Board of Trustees Meeting

June 27, 2019

7 P.M. – 8:45

Minutes

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

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

Guests: Incoming Board Members, Sandra Navarro and Marilyn Reynolds

1. Meeting called to order at 7:00pm by President Margaret Wilcox.
2. Chalice Lighting and Centering - Rev. Lucy Bunch
3. Consent Agenda -
 - a. May, 2019, minutes approved as corrected
4. Treasurer's report: Victoria Owens passed around a thank you card for Bobbie Keill for signatures, then presented the report
 1. Net Income: Overall, our year to date net gain is \$6,985, compared to the \$5,114 loss that was budgeted. We are \$12,098 ahead of budget.
 - a. Year to Date Highlights:
 1. Through May, income was \$12,552 above projections.
 - i. We had insurance proceeds of \$14,267 in April.
 2. Through May, year-to-date expenses were \$1,974 below projections.
 - i. Year-to-date overall Compensation & Benefits were less than the budget by \$12,599
 - ii. The property tax refund of \$9,118 continues to reduce our year-to-date expenses
 - iii. Building Maintenance has exceeded the budget by \$21,745 through May
 - b. May Highlights:
 1. May net income was a loss of \$20,420. The budget for May was a gain of \$1,357.
 - i. Net Income for May was \$21,776 below budget.
 2. May income was \$8.141 below projections.
 - i. Pledge Income was \$6,842 below budget.
 3. May expenses were \$13,049 above budget

- i. Building Repairs and Maintenance expense was \$14,891 above budget.
- 2. *Budget Highlights and Concerns:*
 - i. Cash flow (ability to pay bills) has ceased to be a concern at this time, as the operating fund balance is \$197,070. We have available funds equaling more than three month's expenses.
- 3. *May 30, 2019 Balance Sheet (Total Assets: \$1,016,579)*
 - i. Operating Fund (01): \$197,970
 - ii. Temp. Restricted Fund (02): \$155,622
 - iii. Endowment Trust (03): \$412,152. Endowment Trust Loan (balance of \$288,666) is both an asset and liability for UUSS.
 - iv. Property and Equipment Fund (04): \$104,260
 - v. Building Fund (05): \$146,575

Five Star Bank Loan: \$393,967 (\$3,433/mo./41,200/year; currently at 5.25% principal and interest).

Rate will adjust to Prime + 2% in November 2020.

Endowment Trust Loan: \$288,666 (\$723/quarter/\$2,887/year; 1% interest-only loan).

NOTES:

- The Finance Committee did not meet in May.
- Anyone with expenses to be reimbursed from this fiscal year should submit their receipts no later than July 7.

- 4. Committee Substantive Issues: Committee Liaisons
 - a. *Program Council:* Joseph Turner - Nothing to report this month
 - b. *APMC:* Roger Olson -
 - i. Construction of the new playground is underway.
 - ii. Patio Cover: Safety and Fire review resulted in a need for information about utilities that are currently under the patio. Need to assess how that impacts the building of the cover.
 - iii. Safety Task Force: Survey forms: 30 responses thus far. Another will be given out this Sunday. \$4,500 has been allocated for training and supplies. Two first aid kits and an AED machine have been ordered. CPR Training will be in August. September will include training, "Safety in the Sanctuary". Lay leaders will be invited to join the training. Sandra Navarro asked if staff is required to be trained in CPR. Child Care workers are being included in the training.
 - c. *Stewardship:* David had no report. Thus far, no Chair has been found.
- 5. Minister Reports:
 - i. *Dr. Rev. Roger Jones:* See report in the drop box.

1. *Response to BLUU* was great and UUA the goal has been achieved, one year ahead of schedule. About 670 congregations participated (2/3 of total congregations).
- ii. *Rev. Lucy Bunch: See report in the drop box.*
1. Candidates for Ina's replacement: 4 good candidates with 2 being excellent. References are being checked and it is hoped they will soon be selected.

6. Board Business:

- i. Committee Charter Model - Rev. Roger
 1. 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.
- b. Update on annual PCD meeting (Pacific Coast District) - Rev. Roger
- c. Employee Handbook Update - Denis Edgren: We had a legal team look at the revised handbook and they did a rewrite.
 - i. Denis and Lucy have reviewed the suggested handbook.
 1. about 80% good
 2. About 5% needs Board review.
 - ii. Discussion on how to move forward ensued resulting in the decision to have the document online for review and discussion at the July Board Meeting.
- d. Stewardship - David Harlow: No report at this time.
- e. General Assembly Feedback: Joseph, Margaret, Roger:
 - i. Joseph attended several business meetings. Enjoyable experience. Interesting speaking with folks from other congregations.
 - ii. Roger reported his attendance at the UU Ministers Association and the annual meeting. Some focus on general ethics and accountability.
 - iii. Margaret reported the adoption of the 8th Principle. Some congregations have already accepted ahead of UUA. This principle is focused on working toward a diverse organization particularly through our actions to eliminate racism. Log onto UUA website for details. Margaret suggested the Board look at this and determine if we wish to adopt it as well.
 1. Margaret liked some of the ideas as they relate to the Strategic Plan here at UUSS. She liked the use of teams which we use here at UUSS.
 2. Celia Buckley spoke about a Common Endowment Fund and she will bring it up at the Endowment Committee to consider.
 3. Roger noted at the dinner an idea from a Church who is using middle RE children as teachers with an adult assisting. We should mention to our ministry.
 4. Dirk Tuell talked about the ideas regarding a Power Church

5. Kathy Hackett reported that Board Members should go to G.A., and it should be more visible to the congregation. Kathy has agreed to work on this item.
6. Canada and Mexico were represented at G.A.
 - iv. Roger reported that the next G.A. will be in Providence, R.I., then Milwaukee, Wisconsin, and then Portland, Oregon. UUA is visiting the idea of having three regular cities around the country going forward.
- f. Victoria Owens: Discussion regarding health care premiums for Lucy/ministers. Staff received 80% of their premium through the Church.
 - i. Victoria moved that UUSS make it a policy to pay 80% of health care premiums to match the benefit of staff.
Kathy Bernard seconded
Discussion: Roger reported that the policy states paying 80% of a premium that is what the Church pays.
 - ii. Victoria amended the motion to read, “to match the benefit offered to staff”
Seconded by Joseph Turner
Discussion: Lucy was originally hired part time and had no benefits. Her position has evolved and we have not addressed this issue.
Not clear from where she gets her insurance currently. Lucy clarified her health insurance comes from somewhere else.
Current policy states that the congregation pays 80% of employees’ part of the premium.
 - iii. Victoria Owens moved that a second amendment to the motion reads: the Church pays 80% of Lucy’s out of pocket premium expense for her outside health insurance.
Kathy Bernard seconded
 - iv. Victoria Owens introduced the 3rd amendment stating that the policy begins with the new fiscal year.
Seconded by Carl Crain
Motion approved as amended.
- g. Margaret added to tonight’s agenda: How to move forward with the Strategic Plan’s Action plans:
 - i. “Task Force” is done with their assigned task. Now looking at how to move forward, such as the Family Ministry team that is creating their actions steps to move forward.
 - ii. Margaret called to action the current Board by asking members to state their areas of interest in which they will commit to getting actively involved in that part of the Action Plan.
 1. Margaret stated her commitment to Goal 1, Objective 1.
 2. Margaret stated that Kathy Bernard expressed her commitment to Goal 2, and Kathy clarified her focus on Action Plan 3.

3. Victoria Owens stated her commitment to Goal 2 as well. No specification of an action plan item was provided.
 4. Denis Edgren stated his commitment to Goal 2 with no specification to an action plan item.
 5. Incoming President Sally stated that this is part of the Board Retreat coming in August. In addition, she pointed out that the Board may not be prepared to commit tonight.
- h. Reflections from the departing Board members:
- i. *Carl Crain*: This was his first time through on the Board. This experience helped him develop a deep appreciation for staff, Board, and people involvement. Getting to know people individually over just seeing them at a service, was valuable.
 - ii. *Margaret Wilcox*: She enjoyed the Board and has had fun. A lot has been accomplished. She reviewed the accomplishments over the past two years and our decision to become a policy Board. She remembered about the legacy issue that existed two years ago.....when decisions had been made by the Board that would be better served at the committee level. The Board's decision to appoint a strategic task force two years ago has been very productive. Humor was injected over the Dog Policy.....serious, but remembering the discussions about that issue. Updating the Constitution was quite the process and experience as well.
7. Next Meetings:
- i. Executive Board Meeting: 7/8/19
 - ii. Board Meeting: 7/25/19
 - iii. Next Chalice Lighting: Joseph Turner
 - iv. Opening and closing sheet was passed around. List is attached for your review. If any changes are needed please contact another Board member to switch dates as able.
9. Closing: Rev. Lucy Bunch
10. Adjournment - Motion to adjourn made by Carl Crain
Seconded by Victoria Owens
No objections, Margaret adjourned the meeting at 8:50 p.m.

Respectfully submitted,
Sally White, Secretary