



Fall Congregational Meeting Minutes
Unitarian Universalist Congregation of Santa Rosa
13 October 2013

Quorum Count - A head count by Sibyl Day confirmed that greater than 80 members were present, constituting a quorum, i.e. in excess of 20% of members.

Opening Words at 9:06 a.m. by Reverend Chris Bell, selected reading from Patrick Murfin's, "We Build Temples in the Heart" and Chalice Lighting

Meeting Introduction - Board of Trustees (BOT) President, Jeanie Bates introduced BOT members Susan Bartholome, Lois Bell, Joe Como, John Farison, Laura Jean Hagemen (Vice President), Alan Proulx (appointed parliamentarian), Linda Stabler and Marge Wright. Absent was Cathie Weise. Peter Wilson recently resigned from the BOT. Jeanie also introduced Linda Balabanian (Treasurer), Sibyl Day (Corporate Secretary), Terry Graham (appointed recorder) and Erin Howseman (overhead presentations).

Agenda Review – Jeanie Bates reviewed the agenda, noting that Marge Wright, rather than Cathie Wiese, would present "Appreciations"

Approval of Minutes – The minutes of the 9 June 2013 Winter Congregational Meeting were approved after several modifications. The modifications included three instances where the word "imitated" was corrected to "initiated" and in the last sentence of the Infrastructure Report, "...Endowment Committee was engaged was plan... " was corrected to read "...Endowment Committee was engaged to plan... ".

Meeting called to order at 9:14 a.m. by Board of Trustees President, Jeanie Bates

Treasurer's Report – Linda Balabanian announced that FY2012/13 was a good year. The congregation ended with a surplus of \$13.7K, owing primarily to pledge revenue \$10K over budget and expenses \$5K under budget. Glaser Center net income was \$5K. Fundraising revenue was on budget and Worship Associates' book sales contributed almost \$1K to net income. We retired the mortgage with Luther Burbank Savings by issuing Member Notes; interest savings will be well over \$100K over the course of the Member Note Program. Mortgage payoff has allowed us to begin paying member notes. Growth has helped fuel surplus – the pledge drive was very successful and outreach during the pledge drive yielded additional "pledging friends". The HVAC replacement for Islamic Society rental area has been completely paid. The Endowment Fund has experienced very good earnings. Looking toward FY2013/14, we're off to a strong start this year: Pledge Revenue is strong, slightly over budget and expenses are under budget. Although there are significant building repairs coming up, the Building Systems Replacement Fund built up over the past few years will help us cover these expenses. Expense amounts estimated for Reverend Chris' sabbatical have been funded. From the floor, Kitty Wells noted that, per Kirsten Olney's suggestion, a list of "Share the Basket" recipients has been established. In answer to a question from the floor, "*Does the Islamic Society pay rent?*" the response was an estimated \$17K/year.

Nominating Committee and Endowment Committee – Bob Barrows, Chair of the Nominating Committee, submitted nominees for the Nominating Committee who were approved with an advisory vote at Spring Congregational Meeting: All for 2-year terms, (1) Eric Fisher and Kirsten Olney and (2) reelection of Bob Barrows and Kathy Norman to second terms. A motion and a second from the floor to elect the nominees preceded the vote; unanimously passed, viva voce. Nominations for the Endowment Committee to serve 3-year terms were Barbara Leahy, Judy Taylor and Craig Work. A motion and a second from the floor to elect the nominees preceded the vote; unanimously passed, viva voce.

Advocates for Social Justice (AS4J) Steering Committee Members and Officers - The slate of steering committee members, including officers, were presented by Cassandra Lista, were (1) Steering Committee: Jeanie Bates, Phyllis Fitzgerald, Mary Louise Jaffray, Judy Meyer, Becky Montgomery and Pat Warner and (2) Officers: Chair, Cassandra Lista; Secretary, Linda Harlow and Treasurer, Lynn Riepenhoff. A motion and a second from the floor to approve the slate preceded the vote; unanimously passed, viva voce.

Question from the Floor: *Why aren't other committees asked to submit their members and officers for congregational approval?* Response from Reverend Chris: *Although the AS4J doesn't directly represent UUCSR members, the Committee does take positions based upon values and principles rooted in UU and UUCSR and, therefore, its membership is of interest to the congregation.*

Music Director Update – Reverend Chris stated that Nancy Hayashibara will leave UUCSR for full-time employment at Santa Rosa Junior College at the end of October. UUCSR is seeking an Acting Choir Director and an Acting Accompanist, each at 8-hours/week. Job Descriptions are posted on the website. Reverend Chris' pending sabbatical may play into the difficulty of hiring other than for "acting" positions at this time. A celebration for Nancy will be held 27 October.

Final Budget FY2013/14 – Linda Stabler, Budget Task Force (BTF) member, listed the BTF (1) Members: Sibyl Day (Human Resources Committee Chair), Jan Hess (Financial Stewardship Member), Mary Louise Jaffray (Financial Stewardship Member) and Linda Stabler (Board Member) and (2) Consultants: Committee Chairs, Financial Stewardship, Program Managers, Reverend Chris Bell, Janis Brewster and Laura Jean Hagemen. The FY2013/14 Revenue is budgeted at \$542.6K including \$382K of pledges, \$34.7K of donations & gifts, and \$125.9K of other revenue. FY2013/14 \$542.6K Expense budget includes \$354K for employees, \$147K for facilities, \$42K for dues & savings, \$22K of "other income", \$12K for programs and \$10K for contract services. The budget includes modest raises for our minister and staff, music director position moved to ½-time with benefits, increase of 6.1% in medical benefits costs, stipend and expenses for the intern minister, PCD and UUA increases in dues and North Bay Organizing Project (NBOP) dues. The FY2012/13 budget surplus was applied to an increase in the building replacement fund from \$8K to \$12K, an increase in the repairs and maintenance budget, bonuses were distributed to some staff members, additional funding to Glaser Center artists, increase budgets per several committee requests and to cover expenses in several areas of the preliminary budget. A 3-page handout further detailing the budget had been distributed. After implementation of an approved budget, the Task Force will evaluate the budget processes and results and incorporate improvements in the FY2014/15 budget process.

Question from the floor: *Are medical benefits planned for the 2 "acting" music positions?* Reverend Chris responded; *no, although it is budgeted.*

A motion and a second from the floor to approve the FY2013/14 budget as presented by the BTF; unanimously passed, viva voce.

BOT Report – Goals for 2013/14

FINANCIAL GROUP – Alan Proulx delineated the Group goals: (1) Proactively assist HR Committee to ensure that UUCSR salary and benefit packages are competitive, (2) Support and participate in the long-range financial planning efforts of the Financial Stewardship Team, (3) Participate in the effort of the Endowment Committee and Financial Stewardship Team to increase the Endowment Fund and consider short and long-term uses and (4) With the Financial Stewardship Team, explore new methods to enhance financial resources. **INFRASTRUCTURE TEAM** – John Farison presented the Team (Joe Como & himself) goals: (1) 5-Ton heat pump replaced/complete, (2) electrical panel replacement / solve main electrical panel problems, (3) lighting efficiency upgrades, (4) develop a UUCSR Facilities Planning Team and a process to evaluate, prioritize and plan facility upgrades/additions & replacements and (5) provide ongoing support & guidance to the Operations team in their work to manage building maintenance issues. Questions from the floor: (1)

Condition of the wiring? Response: Good; (2) Can social hall echo and noise level be reduced? Answer: Will further investigate the issue and research solutions – will update in the newsletter.

COMMUNITY SUPPORT & COMMUNICATION – Susan Bartholome listed the BOT members: Jeanie Bates, Lois Bell, Cathie Wiese, Marge Wright and herself. This year's goals include (1) offer annual committee and activity fairs, (2) increase congregational knowledge of and involvement in North Bay Organizing Project (NBOP) and the Unitarian Universalists Conversation and Action Network (UUCAN), (3) create a task force to study the question of a CEO position at UUCSR, (4) develop effective liaison relationships between BOT and groups/committees within the congregation, (5) continue to host gatherings to clarify and refine congregational roles, policies and protocol and provide effective communication of these throughout the congregation (6) create and offer leadership development opportunities.

Sabbatical Committee Report – Lucia Milburn, Chair, reported that the Letter of Agreement with Sabbatical Minister, Kathy Huff is in the final stages of definition. Reverend Huff will participate in the December 15th Sunday service. Reverend Kathy will minister for 10 Sundays; intern Bryan Plude for 6 Sundays with other guests & members at remaining services. The Committee is working with other committees to identify needs during Reverend Chris' 6-month sabbatical. There will be a 29 December "send-off" for Reverend Chris. Members of the Committee are Linda Balabanian, Jeanie Bates, Janis Brewster, John Chenoweth, David Templeton, Debra Mason, Lucia Milburn and Gretchen Vap.

Appreciations – Marge Wright honored members "who have gone above & beyond": Pamela Tenent, flowers throughout the building; Pat Warner, making a better world; Bud Willis, assuring that the building is safe, secure, functional & to code; Erin Howseman, tech expertise, worship associate, leadership; Lucia Milburn, inspirational, worship associate, works with love and happiness.

State of the Congregation – Reverend Chris' referenced his 7th annual report, included in the distributed "Annual Report to the Congregation 2012-2013". In a word, the state is "excellent". The congregation is accomplishing common goals. We are witnessing interesting times: the departure of Nancy, becoming a teaching congregation, planning for the 2014/16 internship. The members and your efforts are the life of the congregation. There are areas to improve – the Saturday work parties need help, to cite one. We have an outstanding staff – with low turnover. Preschool classes have expanded - Debra Mason is a respected RE leader in the District. Reverend Chris thanked the congregation for allowing him the time to be active within the District. Nuts & bolts to mention: have expanded to approximately 350 members and 30 contributing members but more importantly, have spiritual goals and much genuine warmth within the congregation. This latter trait often cited by visitors. "Sharing the Basket" has contributed greater than \$50K to the community, approximately 10% of our entire budget. Reverend Chris is looking forward to traveling together with Rita to Haiti. Thank you for the joyful, easy laughter which is characteristic of the congregation.

Open Forum

Thank you to the Youth Group for providing the breakfast. There are additional leadership opportunities for the Youth Group. The quality congregational meetings continue to improve. Scott Miller noted that the Men's Retreat had all-time high of 49 participants – special thank you to Andy Levine & Ethan Foote. Jeanie expressed appreciation to the many contributors to the conduct of the meeting and for the support of BOT activities from Reverend Chris and Bryan.

Closing Words – Reverend Chris Bell

Meeting Adjourned at 10:50 a.m. by Jeanie Bates.

Respectfully submitted – Terry Graham